CHAPTER 101

MARITIME RESERVES

(Sponsor: NAVY PEOPLE-PSP EMP POL RESSO1)

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CHAPTER 101

MARITIME RESERVES

SECTION 1

REGULATIONS FOR PERSONNEL MANAGEMENT

10101. The Regulations, Command and Organisation of the Reserve Naval and Marine Forces

The Maritime Reserves exists to provide sufficient, capable and motivated personnel, at readiness, to reinforce Regular Forces. The Regulations, Command and Organisation of the Royal Naval Reserve and Royal Marines Reserves are contained within BRd 3(2); procedures and process information are contained within BRd 3(1) Part 10.

10102. Annual Training Obligations and Operational Deployment Beyond Normal Retirement Age

A member of the MR is required to train in the United Kingdom or elsewhere in any one year. Regulations governing Annual Training Obligations are contained within BRd 3(2). In certain situations, there will be a requirement to consider deploying individuals to an operational environment who are beyond Normal Retirement Age (NRA). This is to be assessed on a case-by-case basis, considering the operational need where SQEP is otherwise unavailable, providing the individual meets medical and fitness requirements. Requests for service beyond 55 in the MRs is via Extensions of Service or Engagement/Commission Transfer Boards.

10103. Reporting Changes of Circumstances

All Officers, Ratings and ORs of the MR are responsible for ensuring that their personal details (address, contact numbers, next of kin details, nature of other employment etc.), recorded in JPA, are correct at all times or as soon as practicable following a material change in circumstance. Irrespective of whether any such changes have occurred during the year, individuals are to certify annually that their details are correct on JPA. Commanding Officers are to ensure that the annual certification has been conducted prior to awarding the Certificate of Efficiency (CoE).

SECTION 2

MARITIME RESERVES ENTRY

10104. General Entry Standards

Entry and medical standards (MFD) into the MR are the same for the Regular Service and may be found in Part 4 of this BR. Additionally:

a. **Age Limits and Waivers.** Normal age limits are detailed in the Recruit and Attract (RA) Eligibility Matrix (Chapter 7, Para 0759). However, WFPM RES SO2 may approve age waivers for candidates who do not meet the age criteria. Royal Navy Careers Service staff who are also Part Time Volunteer Reservists (PTVRs) are to make a formal application for an age waiver to RA using the standard approval process method. Once received, the application will be forwarded to WFPM RES SO2 for consideration. If approved, eligible and recommended, the candidate is to be processed in the normal way.

b. **URNU Students Joining the RNR.** In the final year at university, a student member of an URNU can apply to join the RNR Accelerated Officer Programme and, on successful completion of the AIB, they will join the RNR in the rank of Officer Cadet on List 1. They will be administered and paid by their RNR Unit but be seconded back, in their RNR rank, to their original URNU until the completion of their university studies with no obligation to attend their RNR Unit. Upon award of the URNU CoE, they will have been deemed to have achieved the requirements for Bounty at the List 1a rate. On completion of their studies or leaving the URNU they will be required to meet the full criteria for award of a List 1 Bounty.

10105. RNR Ratings and RMORs Attestation Papers

On entry Ratings and ORs are enlisted in accordance with RFA 96 s9. Attestation is the evidencing of the validity of the process leading to a recruit's enlistment and in the genuineness of a recruit's answers on the form. Enlistment occurs when the declaration is made and signed on the Attestation Form. The procedure for attestation is as follows: On entry Ratings and ORs are enlisted in accordance with RFA 96 s9. Attestation is the evidencing of the validity of the process leading to a recruit's enlistment and in the genuineness of a recruit's answers on the form. Enlistment occurs when the declaration is made and signed on the Attestation Form. The procedure for attestation is as follows:

a. The Enlisting Officer (EO) (defined as a commissioned officer of the Regular Services or of any Reserve Force (RFA 96)) must warn the recruit that they must answer questions on the Attestation Form truthfully. The Attestation Form is available on the CMR HQ Site[1].

b. For RNR Ratings this is the Notice Paper and Attestation Form provided at Annex 2A; for RMR ORs this is the Notice Paper and Attestation Form provided at Annex 2B. These Notice Papers can only be amended by the Admiralty Board of the Defence Council.

[1] https://modgovuk.sharepoint.com/teams/55961/CMRHGtemp/Forms/AllItems.aspx

c. The EO must provide the recruit with a copy of the Notice Paper and satisfy themself that the recruit understands it and wishes to be enlisted. The EO must then read out to the recruit the questions set out in the Attestation Form.

d. The EO must ensure that Question 13 in the Attestation Form is correctly populated as per the Terms of Enlistment stated in the appropriate Notice Paper. For RNR Ratings this is as per paragraph 12 of the Notice Paper at Annex 101T; for RMR OR this is as per paragraph 8 of the Notice Paper at Annex 101U.

e. The EO must satisfy themself that the recruit understands the questions and must record their answers on the Attestation Form.

f. The EO must ask the recruit to sign the declaration on the Attestation Form. The EO must witness the recruit signing the declaration.

g. Upon signing the declaration, the recruit becomes a member of the Maritime Reserves.

h. The EO signs the Attestation Form.

i. When the recruit is finally approved for service, the recruit may be provided with a certified copy of the Attestation Form on request.

10106. Oath of Allegiance

a. The Armed Forces Act 2006 introduced an oath of allegiance for Ratings and ORs entering the Naval Service. This is available in secular and non-secular forms.

b. The signed declaration made at enlistment is a legal requirement whereas the oath of allegiance serves an educational, symbolic and solemn purpose. The oath of allegiance may be sworn during the first day of training or at another suitable point shortly after enlistment but note that swearing the oath of allegiance is a requirement for service i.e. recruits are not permitted to decline.

10107. Rank on Entry - RNR Officers

a. **Officer Cadets and Upper Yardmen.** On passing the AIB, and subject to final selection by COMMARRES, RNR candidates will be promoted to the rank of Midshipman (paid as OF1 IL1) but will not wear the rank insignia and will be addresses as Officer Cadets. Promotion thereafter will be in accordance with BRd 3(1) Chapter 66.

b. **Seamless Entries/Trained Re-entrants.** Seamless Entrants and Trained Re-entrants will generally be commissioned into the RNR in accordance with the principles and guidance in BRd 3(1) Chapter 48, Section 4 with SO1 RES CM, in consultation with SO2 RES WFPM, assessing each application.

c. **Promotion to Officer by Ratings and Other Ranks.** For Upper Yardmen (UY), Senior Upper Yardmen (SUY), Corps Commission (CC) and Senior Corps Commission (SCC) policy refer to BRd 3(1) Chapter 50 and BRd 3(1) Part 10. COMMARRES (SO2 Training) acts as the Recording Authority for Reservists.

SECTION 3

MR OFFICER COMMISSIONS

10108. MR Commissions and Commission Parchment

a. RNR Officers are awarded the King's Commission on being promoted to confirmed Sub Lieutenant or above and are eligible for a Commissioning Parchment which they must request in accordance with Annex 101S.

b. RMR Officers are eligible for a Commissioning Parchment once they have completed Part 1 of Officer Training.

c. On commissioning, MR Officers retain their commission in perpetuity, unless they are permitted to resign their commission, or it is terminated on a compulsory basis. Whilst holding a commission, officers have no absolute right to give notice or seek discharge from the Service.

d. Officers who have served in the Royal Navy or Royal Marines are not entitled to a second Commission Parchment upon joining the RNR or RMR.

10109. MR Commissions from 1 Apr 15

a. From 1 Apr 15, the MR adopted a common commissioning structure. Entry and re-entry policy guidance is at Chapter 48. Commissions, Transfers and continuance in the Service policy guidance is at Chapter 49.

b. **Commission Stages.** The 3-stage commission career pathway is as follows:

(1) **Initial Commission Stage (ICS(RNR)).** 12 years from date of entry into service.

(2) **Career Commission Stage (CCS(RNR)).** An additional 8 years to either 20 years' service or aged 40, whichever is later. Selection by CT Board.

(3) **Full Commission Stage (FCS(RNR)).** To age 55. Selection by CT Board.

10110. Eligibility for MR Commission Transfer

Commission Transfers require the following.

a. **ICS(MR) to CCS(MR).** To be eligible for a commission transfer to CCS an officer must be on the trained strength and:

(1) Be able to complete a further period of service beyond an ICS/IC/SC up to retirement age.

(2) Be recommended by their 2RO in their latest OJAR.

(3) On either List 1, List 2 or List 5 (those on List 5 must have a MR Specialisation Short Appraisal Report (SAR)[2].

(4) Be within the appropriate zone. Those over-zone for selective promotion may still be considered exceptionally for a CCS(RNR) within the normal transfer zones. If transferred will thereafter be eligible for promotion within the appropriate zone on the new commission.

(5) Have achieved Certificate of Efficiency for 4 out of the last 5 training years[3].

b. **CCS(MR) to FCS(MR).** To be eligible for a commission transfer to a CCS an officer must be on the trained strength and:

(1) Be able to complete a further period of service beyond a CCS/CC/MC up to retirement age.

(2) Be recommended by their 2RO in their latest OJAR.

(3) Be on either List 1, 2 or 5 (those on List 5 must have an MR Specialisation Short Appraisal Report (SAR)demonstrating meaningful output and a recommendation for further service).

(4) Be medically fit for transfer.

(5) Be within the appropriate zone. Those over-zone for selective promotion may still be considered for an FCS(RNR) within the normal transfer zones, and if transferred will thereafter be eligible for promotion within the appropriate zone on the new commission.

(6) Have achieved Certificate of Efficiency for 4 out of the last 5 years.

(7) For RMR Officers, in addition, successful completion of:

(a) Walcheren Essay.

(b) RMFT. And in-date RMFT is required at the OF2 CRD (31 May) and on the date of commission transfer eligibility checks/OF3 CPD (1 Oct). This will ensure commission transfer eligibility, OF2-OF3 promotion eligibility, and substantive promotion to OF3 if selected.

c. Those officers who do not wish to accept a transfer to CCS are permitted to opt-out provided they declare their intention[4]. There will be no minimum time served to be considered eligible for commission transfer. All candidates meeting the criteria above will be identified by RN Proms and OCM RM1. Once the relevant checks have been completed, the named individuals will be transferred to CCS approx. 3 Oct each year.

[2] Chap 49 para 4904.
[3] For those who seamlessly enter from Regular service can be deemed to have achieved CoE for those years not as PTVR.
[4] Para 4908.

10111. MR Officer Entry Prior to 1 Apr 15

All general officers who joined before 1 Apr 15 joined on a continuous Reserve Commission until age 55 and will not transfer to a NEM Commission Stage but will continue to serve on their existing CC to NRA. On reaching NRA, further service may be offered as either a Commission Extension or Extension of Service in accordance with the guidance in Chapter 49, Section 1.

10112. Commission Transfer and Continuance in Service

a. **Extensions of Service (EOS).** Personnel may apply or be invited to apply to extend their service beyond the Normal Retirement Age (NRA). EoS for the MR is managed in accordance with BRd 3(1) Chapter 49 and the following:

(1) Applicants must have achieved 4 out of 5 Certificates of Efficiency in the last 5 years.

(2) Applications are to be initiated by the individual no later than 6 months prior to their final date in service, by submitting their MR EoS Application Form to their Divisional Officer.

(3) The MR EoS Application Form is to be requested from navypeople-cmreservesmailbox@mod.gov.uk.

b. **Commission Extension to 60 (CE60).** CE60 is an additional workforce lever that provides an additional opportunity for some Officers to serve beyond NRA55, up to retirement age 60, strictly to meet Service needs. Award of CE60, made on an annual basis subject to Workforce Requirement needs, will be to age 60; this will not replace the full commission transfer process, but will lengthen service to 60 for those selected. Eligible candidates will:

(1) Be Reservists serving on Lists 1, 2 or 5 who are between the ages of 51 and 59 on the 1 May.

(2) Have a minimum OPG of B with at least one OJAR from the previous three years reporting rounds.

(3) Have a recommendation for further service from their 1RO and 2RO.

(4) Not have submitted notice.

(5) Not be identified as a Long Term Non Participant.

(6) Be in an MFD or MLD (perm) MEDCAT.

(7) Have achieved Certificate of Efficiency for 4 out of the last 5 training years[5].

[5] For those who seamlessly enter from Regular service can be deemed to have achieved CoE for those years not as PTVR, though evidence of Reserve activity would be expected for award of any ES.

c. Selected officers will be transferred to CE60 unless they opt out within 3 months of the selection notification.

d. **Selection Criteria**. Selection will be based primarily on merit as applicable to commission transfer and made on employability in current rank (promotion potential will not be considered) with consideration given to future employability, aligned with an individual's potential termination (Tx) date[6]. Additionally, medical deployability, as recorded on JPA and determined by the Naval Service Medical Employability Board, will be considered as part of the selection process. Consideration will also be given to professional qualifications, specialist skills and experience achieved when assessing individual officers.

e. **Selection Process**. Selection will be by a 'panel' comprising of:

(1) For OF4s: Hd WFPM, Hd CM and an MR OF5.

(2) For OF3s and below: CM RES SO1 (or SO2 as appropriate), SO2 STRAT WFPM RES and SO1 representative from WFPM or CMRHQ as the Chair.

f. Where the CE60 MAuN exceeds the number of those candidates meeting the eligibility criteria, the panel can agree to waive the requirement for individual selections and recommend to COMMARRES that CE60 is awarded to all eligible volunteers. Additionally, where a branch is in surplus, officers may have the opportunity to branch transfer[7] subject to meeting the eligibility criteria of the receiving branch. Where candidates exceed MAuN the panel will score each candidate based on eligibility, employability and suitability. These scores will be added and list produced. The MAuN line will be added to determine those to be awarded CE60.

g. Any Officer selected for CE60 will serve until the day before their 60th birthday thereby affording them the opportunity to re-enter the zone for promotion up to their 57th birthday.

h. OF3 officers who are subsequently selected for promotion to OF4 will revert to RA55 or promotion date plus 3 years, whichever is the longer, allowing at least one full job at OF4. Further service would be subject to successful application for CE60 as an OF4 or EoS if required by the Service. Similar arrangements would apply to OF4 officers promoted to OF5.

i. **Notification and JPA TX Date Action**. Notification of selection will be made via MyNavyApp and SCIO TX dates on JPA will be adjusted by Navy PROMS. Where practicable, CMs will also notify those selected by e-mail.

[6] The length of service remaining to an individual will be considered alongside the other selection criteria to permit a holistic assessment of the benefit to the Service in offering CE60.
[7] IAW BR3(1) Chapter 51.

SECTION 4

MR OFFICER CAREER DEVELOPMENT

10113. MR Career Management

Overall responsibility for the Career Management of RNR Officers up to and including OF4 rests with CMRES SO1. In recognition of the fact that up to OF2 there are no posts outside RNR Units, Career Management for OF1 and OR2-OR6 is delegated to Unit Commanding Officers under the overall guidance of CM RES SO1Career Management of OF5 and above is the responsibility of the Naval Assistant.

10114. MR National Assignments Plot

a. Specialist Roles and Common Assignments are captured in the MR National Plot. This is managed and administered by CM RES SO1, who reviews all positions on a quarterly basis. They are filled through a competitive process, co-ordinated by CM RES SO1 in accordance with career management principles (BR3(1) Ch 59). The most suitably qualified, experienced and available person is selected. These are endorsed by COMMARRES.

b. The MR National Plot is constructed from the MR Directive (MRD). It is to be reviewed and validated against the MRD whenever it is re-issued. Changes to the MR National Plot that occur outside of this validation process must be authorised by DACOS FP and approved by COMMARRES.

10115. MR National Assignments Plot Principles

a. MR National Plot assignments are normally for two years. CMR HQ issues an annual CMRTM detailing the number of additional RSDs that are allocated to fulfil the roles and responsibilities of these posts.

b. Personnel serving on Mobilised Service will not normally be assigned to a post on the MR National Plot. Exceptions will be considered on a case-by-case basis and presented by CM RES SO1 to COMMARRES for approval.

c. Personnel will not normally be assigned to more than one position on the MR National Plot. Neither will they normally hold a National Appointment and an administrative role in their Specialisation/Unit. Exceptions will be considered on a case-by-case basis and presented by CM RES SO1 to COMMARRES for approval.

d. Personnel serving on List 4 will not be eligible for a National Appointment.

10116. MR Command Boards

The Command Board process generally follows the procedures laid down for Regular personnel.

a. There are unique nuances to selection for Command of an RNR unit (vice Regular Command Selection) that must also be factored in:

(1) **Geography.** Volunteer Reserves (VR) do not, traditionally, change units on assignment as such there is a requirement for an individual to be able to routinely achieve a reasonable and practical commute to a unit.

(2) **Time.** As with all National Roles the time commitments required to Command an RNR unit are above the standard CoE requirement. As such not all VRs may be able to take up a Command position due to their time availability.

b. **Process.**

(1) **Command Board Pool Selection.** A board will convene to select candidates based solely upon merit for command as evidenced in an individual's selection file. The board will score candidates as A (considered suitable for Command Now) or B+ / B / C (considered not yet ready). All candidates graded A will be eligible for extraction, subject to geographical requirements and the availability of the individual during the pool window[8]. The board composition will follow the same structure for all selection boards and comprise 1 x profession chair, 1 x profession member and 1 x independent member at the appropriate rank for the candidates being boarded. The results of the selection process will be published by SCIO/MyNavy, together with a pool selection notification on the Proms Defnet webpage as normal.

(2) **Develop Assignment Recommendations.** On completion of the Command board, the Res CM will be presented with a pool of selectees, in order of merit, available for Command assignments. The CM will then be afforded time[9] prior to the Command Assignment Stakeholder Engagement, to determine recommendations for optimal command assignment outcomes, recognising other career management factors including individual preferences, longer-term career trajectory factors and any geographic and domestic considerations.

(3) **Command Assignment Stakeholder Engagement.** Having identified the right people for the right jobs, Res CM will engage with employers and other stakeholders as part of the nomination process.

[8] 1 Jul to 30 Jun.
[9] Two weeks set as a realistic maximum.

(4) **Head of Specialisation Endorsement.** The final phase would see the ratified list of command assignments passed to CMR as Head of Specialisation (HoS) for final endorsement. This phase will offer HoS the opportunity to discuss and raise any concerns which may necessitate additional stakeholder engagement prior to HoS endorsement[10]. Prior to assignment orders being issued, individuals will be informed of the outcome by the relevant CM with congratulatory messages being sent by HoS as necessary.

(5) **Duration of Selection.** Selectees not extracted during the pool window will be re-presented the following year providing they continue to meet the eligibility criteria.

c. **Eligibility Criteria.** The eligibility criteria are as follows:

(1) Candidates for OF3 Command should hold a recommendation for Unit Command in the most recent OJAR, have at least one report in rank, with at least 2 years to serve on current commission, and have completed ICSC (see para10128.h).

(2) Candidates for OF4 Command should hold a recommendation for Unit Command in the most recent OJAR and be either a substantive OF4 or in the OF3-4 promotion pool aligned to the command pool year, with at least 2 years to serve on current commission[11], and have completed ACSC or equivalent (see para 10128.h).

(3) RMR officers (within the parameters above) will be eligible to command RNR units.

(4) Personnel serving on FTRS or mobilised service (within the parameters above) will be eligible for the Command Board. However, personnel serving on either FTRS or Mobilised Service will not normally be assigned to a Command position.

(5) Personnel currently in, assigned to, or have completed a Command role will not be considered at future Command Boards for the same rank.

(6) All eligible candidates should be considered ‘in scope’. Individuals can turn down a Command assignment if subsequently offered an extraction from the Pool. This should not disadvantage them from subsequent boards.

[10] Dir P&T will adjudicate on any disagreement.
[11] Effective from the beginning of the pool year..

(7) Whilst personnel who have completed OF4 Command will not be considered at future Command Boards, they do however remain available for the CM to consider them for future Command if there are no 'pooled' candidates available. If no Command-selected OF4 candidates are available for an OF4-tagged command position, AHR options will be sought from the OF3 Command pool. If no Command-selected OF3 candidates are available for an OF3-tagged command position, candidates will be considered from the OF4 pool[12].

(8) Should no Command-selected RNR or RMR officer be available, SO1 Res CM will discuss alternative candidates with CMR. RFR officers may be considered but will have to transfer to the RNR for this purpose.

10117. MR Senior Officer Assignments

All assignments for MR OF5 will be considered by the Naval Assistant in consultation with COMMARRES for 1SL approval. Assignments are normally for three years. Officers substantively promoted to OF5 or above will be subject to SOCR in accordance with BRd 3(1) Annex 66A.

10118. MR Officers without Assignments

A number of MR Officers (OF4 and above) will, from time to time, be without assignment. These officers will be captured and tracked by SO1 List Manager and be subject to periodic review in accordance with the requirement. If it is decided by COMMARRES that the service of an officer is no longer required on List 1, then they are to be transferred to List 3 or the Retired List.

10119. RNR Officer to RN Officer Transfer

All serving or ex RNR Officers who join the RN and are required to undertake full INT(O) will be paid at the level of their RN entry cohort as OF1-01. They will join in the rank of Midshipman and advance as detailed in BRd3(1). Where previous service and experience results in a reduction in training, this can be taken into account for appropriate award of seniority on entry (Chapter 13, para 1308.h. also refers)

10120. RMR Officers Career Management

At present the overall responsibility for Career Management of RMR Officers rests with Col RMR. In recognition of the fact that up to OF3 there are normally no posts outside of RMR Units and that Officers are not assigned between Units, however, the Career Management for OF1 and OF2 Officers is delegated to Unit COs under the overall guidance of a suitably qualified Career Manager.

10121. Employment Outside of RMR Units

a. Other than under FTRS or mobilisation, RMR Officers will normally be employed exclusively in RMR Units up to the rank of Captain, the main exceptions being SBS(R) and HUMINT.

b. At the rank of Major, Officers will predominantly be employed in RMR Units; however, in addition to SBS(R) and HUMINT, some broader roles are available in COMMARRES HQ and MR CAPPS at OF3.

[12] These positions are rank ranged OF3-4, with OF3 being the preferred rank.

c. At Lieutenant Colonel, other than when employed as Commanding Officer of a Unit, RMR Officers will be employed either in COMMARRES HQ, MR CAPPS or broader MOD roles.

d. When taking up a position outside of their Unit, RMR Officers will, other than in the case of mobilisation, be transferred from that Unit's Establishment List and onto the receiving Unit's Establishment List or COMMARRES' Establishment List.

e. RMR Officers serving outside of RMR Units will be administered in all respects by that Unit and meet the requirements of that Unit for their annual Certificate of Efficiency.

10122. Assignment as Commanding Officer of RMR Units

The selection of suitably qualified by rank and seniority RM Commanding Officers will be via the Military Command Board 2 (MCB2).

10123. RMR Applicants with Previous Commissioned Service

a. **Eligibility.** Applicants for a commission who have previously held regular or temporary commissions in any of the regular or reserve forces of the Crown and who meet the nationality criteria for RMR Officers may be granted direct commissions at the discretion of the RMR Officer Transfer Board. Passing the Commando Tests and being awarded a Green Beret is mandatory for every RMR Officer and must be achieved by any non-Commando trained officer. Failure to do so will result in a commission being terminated. Applicants must be made aware of the consequences before they resign their existing commission.

b. **Application to Transfer.** In order to request transfer into the RMR, the applicant should write to R&A (Officer Entry). R&A will log the applicant's details and send out a standard proforma in order to obtain the required details on the man and request that serving officers arrange for their current Unit to forward copies of their personal file to R&A and that officers who are no longer serving forward copies of their service papers (discharge certificate, appraisals et al) to R&A themselves.

c. **Commanding Officer's Interview.** The Unit CO will invite the applicant for an interview and will provide written feedback to R&A. For ex-Regulars, the CO will probe as to whether the candidate understands, and is realistic about, the time commitment required to be an RMR Officer in addition to a civilian career. The Unit CO will return their interview notes and recommendation to R&A along with confirming whether there are vacancies in their Unit at present and if so in what rank.

d. **RMR Officer Transfer Board.**

(1) The RMR Officer Transfer Board consists of:

DCMR/Col RMR
SO1 RMR
RMR RSM
CM RES SO1
WFPM RES

(2) The RMR Officer Transfer Board will convene as required and establish:

(a) Whether the applicant is to be offered an RMR commission.

(b) The rank and seniority applicable.

(c) Additional training required for the applicant to be considered a fully trained RMR Officer.

(d) Probationary terms (if any) pending completion of above training.

(e) Start date.

e. **Security and Medical.** R&A will write to the successful applicant with details of the appropriate AFCO to arrange medical and security clearance.

f. **Offer of RMR Commission.** Subject to a satisfactory medical and security clearance, R&A will write to the applicant with an offer of an RMR commission. Formal terms of commission will be attached and will cover the detail established by the RMR Transfer Board.

g. **Non-Commando Trained Officers.** Non-Commando trained officers will be placed on the RMR untrained strength until they successfully pass Commando training. Should officers subsequently be unsuccessful at Commando training within two years of the date of their commission then the commission will be terminated. On completion of Commando training and any additional training specified by the RMR Officer Transfer Board, officers will be moved onto the RMR trained strength.

h. **Acceptance of Commission.** The applicant will write back to CNR confirming acceptance of their terms of commission. Applicants transferring from other Services must resign their commission the day before they are awarded a commission in the RMR.

i. **On Boarding.** The Unit CO will liaise with the candidate reference on boarding and will arrange for the originals of service documentation to be forwarded to Navy DDPD Hd Promotions as the custodian of RMR Officers' service records.

10124. Direct Entry Royal Marines Reserve Officer

There is currently no Direct Entry scheme for the RMR.

10125. Specialisation Selection

On completion of Phase 1/Phase 2 training, RNR Officers can select their branch of preference depending on liability. Branch Sub-Specialisation selection processes are at Section 13.

10126. Branch Transfer Between Specialisations

a. **Principles**. The overarching principle governing Branch Transfer is that the needs of their service are paramount, and that the workforce requirement is the primary driver as to whether an individual is able to transfer or not. Transfer out of a shortage category Specialisation or Sub Specialisation will only be permitted under exceptional circumstances. No service person has a right to transfer.

b. **Process[13].** All Branch Transfer requestions are to be raised via the individual's divisional structure, with visibility of the application given to Commanding Officers. A Divisional Officer is required to outline the implications for such a request, as well as managing the expectations of the individual. To initiate the process, RNR Specialisations are to apply on behalf of the individual by submitting a Branch Transfer request form (Annex 101A), with full supporting documentation, to NAVYPEOPLE-CMRESERVESMAILBOX@mod.gov.uk.

c. **Eligibility.** In order to be eligible for Branch Transfer, and for the transfer to be actioned, the individual must:

(1) Hold or be able to obtain the required level of security clearance must be achieved[14].

(2) Have a permanent JMES and meet the minimum JMES of the gaining specialisation.

(3) Be on List 1, 2 or 5 (if on List 5, evidence of activity for the Specialisation must be demonstrable)[15].

(4) Be on a valid engagement (those on and Extension of Service will not be eligible).

(5) In-date (pass) RNPES.

(6) Have been awarded Certificate of Efficiency in 4 out of the last 5 training years[16].

d. **Selection Boards.** The Maritime Intelligence (Annex 101J), Cyber (Annex 101K) and the Media Operations Specialisation Areas are the only specialisations who hold selection interviews/weekends that individuals need to pass prior to Branch Transfer. These are only to be attended following authorisation from the Career Manager and approval for Branch Transfer from the losing specialisation. Individuals or Divisional Officers are not to arrange attendance on the Selection Board outwith this process.

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[13] See Annex 101A for RNR Branch Transfer Process Flowchart.
[14] If an individual intends to transfer to a branch or Specialisation but is unable to obtain the requisite level of security clearance, the request will not be actioned.
[15] Where an individual has applied to return to the Active List from List 3, but is unable to do so due to lack of Workforce Requirement in source Specialisation, applications may be made for Branch Transfer into a shortage category whilst on List 3.
[16] Where this has not been possible due to transfer from Regular service, or total service being less than 5 years, eligibility will be determined on a case-by-case basis by the Branch Management function.

e. **Rank and Seniority**. Branch Transfer will impact in almost all instances the seniority of the individual being transferred; no individual will be overly advantaged by transferring into branch over those already in branch. As a general rule, seniority will be adjusted to the date of the transfer. In some circumstances, depending on the competence profile of the individual requesting Branch Transfer and the training requirements of the gaining specialisation, a reduction in rank or rate may occur upon transfer.

f. **Certificate of Professional Qualification**. Any previously held Certificate of Professional Qualification (CPQ) will be removed upon entry to the new branch; a new CPQ Log will be issued with the required training of the new branch. No training can be waived without agreement from the appropriate Training Requirements Authority; and waivers that are granted are to be explicitly recorded in the Branch Transfer documentation and in the individual's P-file.

g. **Terms and Conditions of Service.** Prior to the Branch Transfer start date, new Terms and Conditions of Service (TACOS), in the form of a TACOS letter, will be issued by the Career Manager. A signed return of the issued TACOS letter must be received by the Career Manager for the Branch Transfer to be finalised. This letter will contain any changes to rank/rate, seniority, incremental base date, as well as any training waivers authorised.

10127. Transfer Between MR Units

Transfers between Units should be proposed by the 'providing' Commanding Officer and agreed by the 'receiving' CO.

SECTION 5

MR OFFICER PROMOTION

10128. Promotion of MR Officers

Promotion in the MR, as far as is practicable, mirrors that of the Regular Service and this is described in Chapter 65 and Chapter 66.

a. The general principles and regulations for promotion are contained in the Chapters referenced above. These are to be read in conjunction with the following paragraphs aimed specifically at promotion of MR officers. Specific training requirements for RNR Branches and Specialisations are published in Training Matrices. For officers who have already completed an equivalent course, applications for waivers for mandatory courses are to be made to WFPM RES SO2.

b. **Promotion to Captain/Surgeon Captain/Colonel (OF5).** Promotion to OF5 is by selection from eligible OF4s (see Para 10128.a). A board will be convened during March with suitable candidates selected for a 'pool' from which subsequent promotion may be authorised should the officer concerned be assigned into a suitable post. Officers who have not been assigned into a suitable post prior to the next Promotion Board will remain in their current rank and be reconsidered at this board. To be eligible, RMR officers must be in date for BFT or in receipt of an approved waiver recorded on JPA at the CRD. Eligibility for promotion to OF5 would normally include the requirement to have completed an assignment as Commanding Officer/Head of Branch and a senior management assignment.

c. **Promotion to Commander/Surgeon Commander/Lieutenant Colonel (OF4).** Promotion to OF4 is by selection from those eligible OF3s (see Para 10128.a). A board will be convened during February with suitable candidates selected for a 'pool' from which subsequent promotion may be authorised, should the officer concerned be assigned into a suitable post. Officers who have not been assigned into a suitable post prior to the next Promotion Board will remain in their current rank and be reconsidered at this board. For RNR officers, the relevant Training Matrix must have been completed and a Certificate of Professional Qualification submitted to the MR Promotions Office within three months following the CRD. RMR officers must be in date for BFT or in receipt of an approved waiver recorded on JPA at the CRD.

d. **Promotion to Lieutenant Commander/Major (OF3).** Promotion to OF3 is by selection from those eligible personnel (see Para 10128.a). A board will be convened in November with promotions effective on the following 1 October. For RNR officers to be eligible, the relevant Training Matrix must have been completed and a Certificate of Professional Qualification submitted to the MR Promotions Office within three months following the CRD. RMR officers must have received a Yes recommend (or higher) for 1UP in the latest OJAR and be in date for RMFT or in receipt of an approved waiver recorded on JPA at the CRD. Captains RMR (DE and SCCO) must also have completed the following:

(1) Military Analysis (MA) B;

(2) Amphibious Warfare Course (AmphWarC) (once reinstated);

(3) Naval Analysis Course (NAC);

(4) Walcheren Essay[17].

e. **Time spent in Acting Higher Rank.**, Time spent in acting higher rank will not count towards seniority for promotion. RNR officers who have spent time in acting higher rank prior to 30 Jun 14 will be deemed to have accrued seniority for promotion but at least one year must be served in the substantive rank to be eligible for promotion – e.g. time spent as an Acting Lieutenant prior to 30 Jun 14 will count towards seniority for promotion to Lieutenant Commander but at least one year must be served in the substantive rank of Lieutenant to be eligible for promotion to the next rank.

f. **Non-Selective Promotion.** Promotion up to the rank of Lieutenant RNR/Captain RMR (OF2) is subject to approval of MR Unit Commanding Officers and Specialisation Heads on satisfactory completion of branch qualifications Officers must also be in date for RNPES or in receipt of an approved waiver recorded on JPA. The following considerations apply:

(1) **Midshipman RNR.** (Paid at IL2). On successful completion of BRNC Confirmation Course (end of Phase 1A Training).

(2) **To Sub Lieutenant RNR (OF1).** (Paid at IL3). On achieving the following criteria:

(a) Successful completion of Fleet Board at the end of Phase 1B Training.

(b) Have spent a minimum of 12 months in the rank of Midshipman.

(c) Recommended by their Commanding Officer.

(3) **To Lieutenant RNR (OF2).** On achieving the following criteria:

(a) On successful completion of branch-specific YO training.

(b) Achieved CPQ for Lt in branch.

(c) Achieved a minimum of three years seniority as a Sub Lieutenant.

(d) Recommended by CO.

[17] Walcheren Essay – this can be completed as either a Lt or Capt but is a prerequisite for promotion to Maj RMR.

(4) **Promotion to Lieutenant RMR (OF1).** On completion of one year as a Second Lieutenant. To be eligible the officer concerned must have successfully completed the following courses:

(a) For Officers with No Previous Commissioned Service and Direct Entry Reserve Officers: as laid down in Para 10154.

(b) For Officers with Previous Commissioned Service: as determined by the RMR Officer Transfer Board.

(5) **Promotion to Captain RMR (OF2).** On completion of 30 months seniority as a Lieutenant. To be eligible the officer concerned must have successfully completed the following courses:

(a) Military Knowledge - Junior Officer's Tactical Awareness Course (MK JOTAC);

(b) JOTAC - minimum of 'core' block weeks 2-3;

(6) **Promotion to Captain RMR (SCCO) (OF2).** On completion of 24 months seniority as a Lieutenant. To be eligible the officer concerned must have successfully completed a minimum of two weeks on the RM Regular Senior Corps Commission Course.

g. **Promotion of Medical Officers.** Promotion of Medical Officers is in accordance with Chapter 66. Promotion to Surg Lt is automatic on date of full registration with the GMC. Promotion to Surg Lt Cdr is automatic on attaining 5 years seniority in the substantive Surg Lt rank and for promotion to Surg Cdr, officers require 6 years seniority as a Surg Lt Cdr.

h. **Command and Staff Training.**

(1) The following apply to all eligible MR Officers with effect from 1 Apr 25[18]:

(a) ICSC[19] is **not** required as either a pre-selection or pre-promotion requirement for promotion of Lt Cdr RNR or Maj RMR. Completion of ICSC(LR) is however required for all RMR OF3 (DE and SCCO) as part of RMR Offr PME and to enable them to fulfil internal to RMR Unit command roles and commensurate command and staff roles in CFs.

(b) ACSC[20] is **not** required as either a pre-selection or pre-promotion requirement for promotion of Cdr RNR or Lt Col RMR.

(c) Completion of ICSC will remain a pre-requisite for attendance on ACSC.

[18] Initially published in RNTM 07-012/25
[19] This includes ICSC(M) and ICSC(MR). ICSC(LR) is also accepted for RMR Officers.
[20] This includes ACSC and ACSC(R).

(d) Completion of ICSC will become a pre-requisite for consideration for OF3 Command in the MR.

(e) A *psc*[21] competence will become a pre-requisite for consideration for OF4 Command in the MR.

(2) **Eligibility.**

(a) Attendance on ICSC(MR) or ICSC(LR) remains open to substantive OF2s and above only.

(b) Attendance on ICSC(MR) or ICSC(LR) requires prior completion of the Naval Analysis Course (NAC).

(c) Attendance on ACSC(R) remains open to substantive OF3s and above only.

(d) Attendance on either ICSC or ACSC remains open only to those with 'YES' or above recommend in their latest OJAR, from the individual's 2RO.

(3) **Application.** Applications to attend Command and Staff Training will be invited via an annual CMRTM. Course loading will be undertaken by the CMR Command and Staff Training Team.

(4) **Waivers.** Where an individual believes they have relevant alternative experience, including as a result of transferring from Regular Service (for example, attendance at a foreign staff course or completion of MPhil in lieu of ACSC), they may apply for a waiver (see Para 10128.a).

10129. Non-Substantive Promotion - Local and Acting Higher Rank

a. Non-Substantive promotion to the Local or Acting Higher Rank mirrors, in as much as it is practicable, those principles applied in the Regular Service and as described at Chapter 66, Section 4.

b. There are two types of non-substantive promotion:

(1) **Acting Higher Rank (AHR).** AHR may be authorised by the Career Manager in accordance with the guidance in Part 8 of this BR and the following:

(a) AHR may only be granted by Career Managers on submission of the approval's paperwork detailed in Annex 66C. Any individual to be considered for AHR must have a minimum "Yes" Recommend for 1Up on their latest appraisal.

[21] Which may be achieved as a result of ACSC (Regular or Reserve), overseas staff course (where it qualifies for the psc competency) , or Accreditation of Prior Learning.

(b) Use of AHR will be considered in all throughflow calculations, including promotion MAuNs, where the Future Availability Date (FAD) of an individual on AHR exceeds the Common Promotion Date (CPD) in a given year.

(c) Individuals holding CPQ for the rate/rank above will be considered for AHR over those who do not.

(d) Award of AHR is only to be awarded for MR National Roles. Where a PID is rank-ranged an individual holding the lower substantive rank will not be eligible for AHR.

(e) For UMS positions, SUPA should be considered before AHR. When considering MR Unit, only COs and XOs of MR Units (excluding RMR COs) are to attract AHR (in extremis, for reasons such as geographical constraint)[22].

(f) For OF4 and OF5 pool promotions, AHR will not be awarded where there are suitable and eligible candidates in the pool who remain unextracted.

(g) For mobilised service, MR FGen must seek approval from the CM prior to processing any mobilisation paperwork.

(h) OF1s in the MR, unless possessing RFR liability due to previous regular service, are not permitted to undertake FTRS unless 'CPQ for Lt' in their source specialisation.

(i) RMR personnel must be in date for BFT to be awarded AHR.

(2) **Local Rank.** Local rank may be granted occasionally by the Career Manager for representational or traditional purposes. Local rank may be higher or lower than substantive rank but pay remains at the substantive rank level.

10130. Certificate of Professional Qualification (CPQ)

a. The CPQ ensures that individuals are fully qualified for promotion. The management, application and assurance of CPQs was revised in May 24[23].

b. **CPQ Log.** The CPQ Log template is available at Annex 101Q. Completion of the CPQ is the responsibility of the individual, who must ensure that the correct signatories are obtained, in the orders required on the CPQ Log. The individual's Specialisation SO1 is responsible for forwarding a copy of the CPQ Log to the MR Promotion Section (MRPS) iaw Para 10130. This only applies to PTVRs on List 1, 2 or 5.

[22] For other UMS/Unit positions, SUPA should be considered when there is a lack of suitable personnel.
[23] Archived policy records are available from NAVY PEOPLE-MR HQ POLICY SO1.

c. **Training Matrices.** The content of the CPQ will be determined by the relevant Training Matrix. Training Matrices are managed by NAVY PEOPLE-WFPM RES SO2 and endorsed by the MR Customer Executive Board (CEB). Details of any changes to the Training Matrix is to be reflected in the individual's CPQ Log. A period of 24 months from the 'date of change' will be given to allow time for any new training requirements to be completed. During this period, any completed CPQs will remain extant, however, they will be annotated with an end date – the relevant Specialisation SO2 is responsible for end-dating the CPQ competency.

d. **Waivers.** In some instances, equivalent or higher-level training or qualifications may be held by an individual, which negate the need for RSDs to be spent on completing some training iaw the Training Matrix. These will normally be captured in course Assessment Strategies as Recognition of Prior Learning (RPL). CPQ Waivers for RPL can only be awarded by NAVY PEOPLE-WFPM RES SO2 and must be submitted by email via the individual's Specialisation SO1 or Commanding Officer.

SECTION 6

MR OFFICER APPRAISAL

10131. Appraisal Reports for MR Officers

a. Appraisal Reports (AR) for MR Officers are to be completed in accordance with JSP 757. A Certificate of Professional Qualification must be submitted to the Maritime Reserves Promotion Section (MRPS) at each rank certifying that the officer concerned has completed all mandated training for promotion to the next higher substantive rank.

b. **FTRS.** MR Officers on FTRS will have the AR completed by their employing unit; however, a Short Appraisal Report is to be provided by the Specialisation or Unit CO.

SECTION 7

MR OFFICERS LEAVING THE SERVICE

10132. Leave Well Process

Guidance for Service leavers and Unit staff regarding the Leave Well Process, including Valedictory Certificates, can be found at Annex 101B.

10133. Honorary Higher Rank on Retirement

a. An officer who has held Acting Higher Rank (AHR) may, on retirement, be awarded that rank in an honorary capacity at the Dir P&T/NavSec's discretion delegated to COMMARRES, provided they have held the AHR for a minimum period of two years immediately prior to retirement.

b. This honorary rank will entitle the officer to use the title of the higher rank in civilian life and to wear the uniform of that rank on occasions of ceremony. It does not give entitlement to the higher rank if they are required to return to service for any reason.

c. An officer wishing to apply for the award of honorary rank must do so in writing to COMMARRES, requesting use of the title of the higher rank. COMMARRES may, at their discretion, approve or decline the request.

d. To qualify for the Retired List, officers must have a satisfactory record of Service. COMMARRES reserves the right to refuse admission to the Retired List for officers who are considered in any way unsuitable for further naval service. For further information on the MR Officers Retired List see BRd 3(2) Chapter 2.

10134. Wearing of Uniform by Former Members of the Maritime Reserves

a. Former members of the MRs and RFR are not permitted to wear the Naval Uniform without authority and any attempt to do so will be in contravention of the Uniforms Act 1894 (UK Public General Acts 1894 c. 45 (Regnal. 57 and 58 Vict) Section 2).

(1) *Military uniforms not to be worn without authority.*

(a) It shall not be lawful for any person not serving in His Majesty's Military Forces to wear without His Majesty's permission the uniform of any of those forces, or any dress having the appearance or bearing any of the regimental or other distinctive marks of any such uniform: Provided that this enactment shall not prevent any persons from wearing any uniform or dress in the course of a stage play performed in a place duly licensed or authorised for the public performance of stage plays, or in the course of a music hall or circus performance, or in the course of any bona fide military representation.

(b) If any person contravenes this section, they shall be liable on summary conviction to a fine.

b. Former members of the Maritime Reserves (MR) who have been placed on the Retired Lists of the RN or who have voluntarily or compulsorily been discharged from the MRs prior to TX date or Normal Retirement Age are not eligible to continue to wear uniform once they have left service unless specifically requested to do so and if there is no other Naval Service Representation available[24].

c. As Veterans, ex-members of the MR can wear the dress code characteristically worn amongst the veteran community:

(1) Civilians may wear items of uniform such as caps and berets with badges in public displays, performances and at special events, provided that such action is not to the detriment of the Royal Navy.

(2) By custom, ex-service personnel may wear caps or berets with badges on remembrance and memorial occasions. Medals earnt in service are to be worn on the left side above the breast pocket. If desired, medals not earnt by the individual but awarded to deceased family members can also be worn but on the right-hand side above the breast pocket.

(3) Historical re-enactment groups and staff in preserved historic ships are to be authorised to wear obsolete uniforms.

d. **MR Unit Functions.** Former members of the RNR/RMR are welcomed and encouraged to attend unit functions/activities. However, to ensure correct propriety is given, prior to attending events, COs are to ensure all former members are informed of the civilian attire suitable for the occasion. Unit COs/Specialisation SO1s are to enforce the following:

(1) **Formal Mess Functions.** Black Tie or equivalent.

(2) **Unit Engagement.** (i.e. Remembrance Day Parades): Veterans' attire.

e. It is highly unlikely that Veterans will be required to represent the RN at official functions. However, if circumstances do arise, COs/SO1 CAs are to engage with SO1 Policy in the first instance to ensure Higher Authority is obtained from Dir P&T.

[24] BR3(1) Chapter 38 Para 3824.

SECTION 8

MR RATING/RMR OR CAREER DEVELOPMENT

10135. RNR Ratings Career Management

Overall responsibility for the Career Management of RNR ratings rests with CM RES SO1. Warrant Officers will be actively Career Managed by CM RES SO2 into a selection of regional and specialisation assignments and also positions on the RNR National Plot. Below this rank, Career Management will be provided by Specialisations and Units via the Divisional System and under the overall guidance of CM RES SO2.

10136. RMR OR Career Management

Overall responsibility for the Career Management of RMR ORs rest with RM CM.

10137. Employment

a. Specialist and Common Assignments for Warrant Officers are captured in the MR National Plot. This is managed by CM RES SO2 who reviews all positions on a quarterly basis. The plot is managed and filled in accordance with the MR National Plot assignment principles.

b. RNR Ratings will otherwise be employed in their Branch and Specialisation.

10138. MR Entry for Ratings and ORs

Following introduction of New Employment Model, Regular and Reserve Engagement Stages (ES) are now aligned as below:

a. Direct entrants join on Employment Stage 1 (ES1) in accordance with BRd 3(1) Chapter 48 which provides for 12 years of service. On transition to the Trained Strength (TS), ES2 will be automatically awarded on receipt of the “Re-Engagement of RNR Personnel to ES2” Request Form, which is available from NAVY PEOPLE-CM RES CPO. This will provide further service to a total of 20 years’ Length of Service (LOS), or service to age 40, whichever is later. Failure to satisfactorily complete training will result in removal from the Royal Navy during ES1 as a training failure. Beyond ES2, ES3 will offer further extensions of service or career to suitable individuals in blocks of five years to a maximum age of 60.

b. Beyond ES2, transfer to ES3 will be strictly by selection in accordance with Chapter 49 with the additional requirement that members of the MR must have achieved Certificate of Efficiency in 4 out of the last 5 years.

c. The Royal Naval Reserve Declaration on Re-Engagement Form is to be completed on each further term of service. The form is at Annex 101C.

10139. Specialisation Selection

On completion of Phase 1/Phase 2 training, Ratings can select their branch of preference depending on liability. Branch Sub-Specialisation selection processes are at Section 13.

10140. Branch Transfer Between Specialisations

a. **Principles.** The overarching principle governing Branch Transfer is that the needs of their service are paramount, and that the workforce requirement is the primary driver as to whether an individual is able to transfer or not. Transfer out of a shortage category Specialisation or Sub Specialisation will only be permitted under exceptional circumstances. No service person has a right to transfer.

b. **Process[25].** All Branch Transfer requestions are to be raised via the individual's divisional structure, with visibility of the application given to Commanding Officers. A Divisional Officer is required to outline the implications for such a request, as well as managing the expectations of the individual. To initiate the process, RNR Specialisations are to apply on behalf of the individual by submitting a Branch Transfer request form (Annex 101A), with full supporting documentation, to NAVYPEOPLE-CMRESERVESMAILBOX@mod.gov.uk.

c. **Eligibility.** In order to be eligible for Branch Transfer, and for the transfer to be actioned, the individual must:

(1) Hold or be able to obtain the required level of security clearance must be achieved[26].

(2) Have a permanent JMES and meet the minimum JMES of the gaining specialisation.

(3) Be on List 1, 2 or 5 (if on List 5, evidence of activity for the Specialisation must be demonstrable)[27].

(4) Be on a valid engagement (those on and Extension of Service will not be eligible).

(5) In-date (pass) RNPES.

(6) Have been awarded Certificate of Efficiency in 4 out of the last 5 training years[28].

d. **Selection Boards.** The Maritime Intelligence (Annex 101J), Cyber (Annex 101K) and the Media Operations specialisms are the only specialisations who hold selection interviews/weekends that individuals need to pass prior to Branch Transfer. These are only to be attended following authorisation from both the Career Manager and approval for Branch Transfer from the losing specialisation. Individuals or Divisional Officers are not to arrange attendance on the Selection Board outwith this process.

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[25] See Annex 101A for RNR Branch Transfer Process Flowchart.
[26] If an individual intends to transfer to a branch or Specialisation but is unable to obtain the requisite level of security clearance, the request will not be actioned.
[27] Where an individual has applied to return to the Active List from List 3, but is unable to do so due to lack of Workforce Requirement in source Specialisation, applications may be made for Branch Transfer into a shortage category whilst on List 3.
[28] Where this has not been possible due to transfer from Regular service, or total service being less than 5 years, eligibility will be determined on a case-by-case basis by the Branch Management function.

e. **Rank and Seniority.** Branch Transfer will impact in almost all instances the seniority of the individual being transferred; no individual will be overly advantaged by transferring into branch over those already in branch. *Ratings/ORs transferred from one specialisation to another are not allowed to count time in their previous specialisation for promotion purposes in the branch to which they have transferred*. As a general rule, seniority will be adjusted to the date of the transfer. In some circumstances, depending on the competence profile of the individual requesting Branch Transfer and the training requirements of the gaining specialisation, a reduction in rank or rate may occur upon transfer.

f. **Certificate of Professional Qualification.** Any previously held Certificate of Professional Qualification (CPQ) will be removed from JPA upon entry to the new branch; a new CPQ Log will be issued with the required training of the new branch. A copy of any previously achieved CPQ is to be held by the individual. No training can be waived without agreement from the appropriate Training Requirements Authority; and waivers that are granted are to be explicitly recorded in the Branch Transfer documentation and in the individual's P-file.

g. **Terms and Conditions of Service.** Prior to the Branch Transfer start date, new Terms and Conditions of Service (TACOS), in the form of a TACOS letter, will be issued by the Career Manager. A signed return of the issued TACOS letter must be received by the Career Manager for the Branch Transfer to be finalised. This letter will contain any changes to rank/rate, seniority, incremental base date, as well as any training waivers authorised.

10141. Transfer Between MR Units

Transfers between Units should be proposed by the 'providing' Commanding Officer and agreed by the 'receiving' CO.

10142. RNR Ratings Transfer Between Specialisations - Counting of Time

RNR Ratings wishing to transfer between specialisations are to refer to BRd3(1) Chapter 51.

10143. Assignment as Senior Warrant Officer (SWO)

The Maritime Reserves Senior Warrant Officer (MR SWO) is the Senior Non-Commissioned Reservist in the RNR, responsible for all matters relating to the MCofOC. The assignment is normally for three years. The role is FTRS and advertised/filled iaw Chapter 102.

10144. Assignment as Maritime Reserves Regimental Sergeant Major (RSM)

The Maritime Reserves RSM is a Regular position and appointed iaw Appendix 1 to Annex 91A – WO1 RM Preliminary Selection Board.

SECTION 9

MR RATING/OR PROMOTION AND APPRAISAL

10145. Principles of Promotion

Promotion in the MR, in as far as is practicable, mirrors that of the Regular Service and this is described in Chapter 65. A Certificate of Professional Qualification (CPQ) must be submitted to the Maritime Reserves Promotion Section (MRPS) at each rate certifying that the rating concerned has completed all mandated training for promotion to the next higher substantive rank. The CPQ process for Rating/OR is iaw Para 10130.

10146. MR Ratings and OR Promotion

a. **Seniority and Common Promotion.** Seniority and Common Promotion Dates in the MR for Ratings are show in the table below:

Promotion Board	Common Reporting Date (CRD)	Seniority Requirement (in year board sits)	Date to arrive in WFC	Board Date	Common Promotion Date (CPD)
WO2 to WO1	30 Sep	0	30 Nov	Feb	N/A
CPO to WO2	30 Sep	0	30 Nov	Feb	N/A
PO to CPO	31 Mar	0	31 May	Oct	31 Mar
LH to PO	31 Jan	3 years by CPD	31 Mar	Jul	31 Jul
AB to LH	30 Nov	18 months by CPD	31 Jan	Jun	31 Jul

b. **Pool Promotion.**

(1) To satisfy the unpredictable nature of the WO2 and WO1 requirements in the RNR and to ensure that the potential for promotion of all eligible candidates is properly recognised, a process used for promotion to OF4 RNR is used. For promotion to WO2 and WO1 RNR, the Promotion Board considers the eligible CPO/WO2 population and produces a ‘pool’ of promotable candidates. SO2 RES CM will utilise this list to run suitable candidates for assignments that need to be filled in the forthcoming year.

(2) The lists generated by the Promotion Boards, which will not be published, will be valid from 1 Apr of the year of the Board to 31 Mar of the year following the Board. Those identified as being ready in all respects now and selected for the ‘pool’ will be informed via MyNavy/SCIO.

(3) As promotion will be dictated by the requirement, CPO/WO2 selected for the ‘pool’ by the Promotion Board are not guaranteed promotion. CPO/WO2 short-listed, who are not selected for promotion by 31 Mar of the year following the Board, will be reconsidered by the next Board providing they remain eligible. Skills, experience and availability of the individual are all major factors in determining who is actually promoted.

(4) Promotion to WO2 RNR and WO1 RNR will be effective from the date of assignment in the higher rank.

c. **Acting Higher Rate (AHR).** AHR mirrors, in as much as it is practicable, those principles applied in the Regular Service and as described at Chapter 69, Section 5 and the following:

(1) AHR may only be granted in accordance with Chapter 69. Any individual to be considered for AHR must have a minimum "Yes" Recommend for 1Up on their latest appraisal.

(2) Use of AHR will be considered in all throughflow calculations, including promotion MAuNs, where the Future Availability Date (FAD) of an individual on AHR exceeds the Common Promotion Date (CPD) in a given year.

(3) Individuals holding CPQ for the rate/rank above will be considered for AHR over those who do not.

(4) Award of AHR is only to be awarded for MR National Roles. Where a PID is rank-ranged an individual holding the lower substantive rank will not be eligible for AHR.

(5) For UMS positions, SUPA should be considered before AHR.

(6) For mobilised service, MR FGen must seek approval from the CM prior to processing any mobilisation paperwork.

(7) RMR personnel must be in date for BFT to be awarded AHR.

d. **Local Rank.** Local rank may be granted occasionally by the Career Manager for representational or traditional purposes. Local rank may be higher or lower than substantive rank but pay remains at the substantive rank level.

10147. MR Upper Yardman (UY) and Senior Upper Yardmen (SUY) Commissioning Schemes

The Upper Yardman (UY) and Senior Upper Yardman (SUY) Commissioning Schemes are designed to provide opportunities for the promotion of Ratings to Commissioned rank thus enabling the individuals to reach their potential and the Naval Service to build its pool of officer talent.

a. All UY and SUY officer candidates must pass selection by the Admiralty Interview Board (AIB)[29], which acts as the primary method of determining officer potential.

b. Ratings may apply to be considered for any officer branch, and where appropriate specialisation, providing that they are able to satisfy the entry criteria.

c. Successful candidates will be selected for an Initial Commissioning Scheme (ICS) of 12 years with appropriate seniority given in accordance with Regular Service regulations[30].

[29] Annex 50G for pre-requisite actions for attendance at AIB.
[30] Chapter 50, Table 50-1.

d. **Age Waivers.** In exceptional circumstances, consideration may be given to granting an age waiver. COs should submit any case which is considered to deserve exceptional treatment to WFPM RES SO2 for a decision.

e. **Failure to Complete Officer Training.** Individuals promoted to the Officer Corps through the UY/SUY Commissioning schemes who fail to make satisfactory progress and are compulsorily withdrawn from training may request to revert to their former rating or other rank branch/specialisation as an alternative to leaving the Service. On reversion to the ranks, personnel will continue to serve the balance of their engagement as a rating.

f. **FTRS/ADC.**

(1) Most military PIDs in the RN are based on the lowest appropriate rank/rate to undertake the roles and responsibilities for the position. SUY candidates can continue in their present FTRS/ADC role if the post is rank ranged to accommodate commissioning rank[31] but the FTRS commitment is to be terminated whilst the SUY attends BRNC. Incumbents will take of the rank of Midshipman until all SUY training has been completed. Thereafter, a new FTRS/ADC commitment is to be raised to reflect commissioning rank but end date of the commitment is to remain the same as the previous commitment length. If unsuccessful at Officer Training, SUY are to resume the role held in the previous rate until completion of the commitment.

(2) Those personnel undertaking FTRS/ADC in a non-rank ranged PiD will normally be required to make one of the following choices:

(a) A Reservist will be required to resign from their FTRS/ADC Commitment to take up a commission prior to the start of training.

(b) Delay Officer Training until completion of the FTRS/ADC Commitment.

10148. UY Scheme Eligibility Criteria and Administrative Process

Ratings may apply to be considered for officer training providing that they are able to satisfy the entry requirements. Personnel seeking promotion to the Officer Corps via this scheme will be in competition with non-Service candidates.

a. The eligibility criteria are:

(1) Be over the age of 17½ and under the age of 42 prior to application for AIB.

(2) Satisfy the educational criteria (see Paras 9615 and 9616).

(3) Have successfully completed Phase 1 training.

[31] SUY candidates undertaking responsibilities in a rank ranged PiD are to be considered Trained Strength.

(4) Not have exercised, or be in the process of exercising, notice to leave the Service.

(5) Be in-date (pass) for RNPES.

(6) Satisfy the **Medical** criteria (see Para 5014).

(7) Be recommended by Unit CO.

b. To ensure that suitable candidates are identified early and are able to gain any missing qualifications, accurate and careful reporting by ROs in Unit/Specialisation Areas and during exercises, deployments, and courses etc is essential. Units should ensure that the reports for which they are responsible are raised. The candidate is responsible for requesting reports whilst on exercise etc.

c. Although ROs, DOs and COs are vital in identifying candidates for AIB the ultimate decision lies with the AIB who will apply a common standard for assessing officer potential and competencies[32].

d. All AIB application are to be processed via the CMR HQ Recording Authority[33,] (RA).

e. The following flow diagram outlines the process for candidates and Units to follow:

Applicant posts intent by completing the Volunteer for a Commission Field on JPA

|

Divisional Officer's Interview (raise the SJAR)

|

Candidate to complete AIB Nomination Form (Annex 50H)
Pass to nominated Divisional Officer

|

Divisional Officer to check the candidate's educational qualifications, discuss future Specialisation options within the RNR, the AIB process and any future training requirements

|

Commanding Officers' Request
If considered ready in all respect's CO to complete AIB Nomination Form (Annex 50H)

|

Unit forward AIB Nomination Form (Annex 50H) to CMR HQ RA

f. CMR RA will process the application and forward to the AIB who will confirm receipt, contact the candidate to arrange a suitably convenient date and inform the Unit.

g. If a candidate changes Unit, or withdraws, both AIB and CMRHQ RA must be informed.

[32] Leadership and Management Potential, Effective Intelligence, Courage, Powers of Communication, Values and Motivation.
[33] CMR SO2 Training acts as the Recording Authority for CMR.

h. If successful at the AIB, an Offer of Entry Letter from AIB is issued. Once accepted, CMR HQ RA issue an Officers Entry letter. If extracted, successful candidates will be formally entered into the RNR's Initial Naval Training (Officer) programme, with the option to attend the Accelerated Officers Programme. Unsuccessful candidates will remain in their current specialisation.

i. **Seniority.** On completion of Fleetboard and award of RNR GTS status, seniority will be assessed by STRAT RES WFP SO2.

10149. SUY Scheme Eligibility Criteria and Administrative Process

Senior Ratings may apply to be considered for officer training providing that they are able to satisfy the entry requirements.

a. The eligibility criteria are:

(1) Be under the age of 42 prior to application for AIB[34].

(2) Satisfy the educational criteria Para 9615 & 9616.

(3) Have completed a minimum of 12 months as a substantive Petty Officer.

(4) Not have exercised, or be in the process of exercising, notice to leave the Service.

(5) Satisfy the **Medical and RNPES** criteria (see Para 5026).

(6) Be recommended by Unit CO.

b. All AIB application are to be processed via the CMR HQ Recording Authority[35], (RA).

[34] A waiver is to be requested from WFPM RES SO2 for the nomination of exceptional candidates over 42 years of age and will be on a case-by case basis.
[35] CMR SO2 Training acts as the Recording Authority for CMR.

c. The following flow diagram outlines the process for candidates and Units to follow:

Applicant posts intent by completing the Volunteer for a Commission Field on JPA

↓

Divisional Officer's Interview (raise the SJAR)

↓

Candidate to complete AIB Nomination Form (Annex 50H)
Pass to nominated Divisional Officer

↓

Divisional Officer to check the candidate's educational qualifications, discuss future Specialisation options within the RNR, the AIB process and any future training requirements.

↓

Commanding Officers' Request
If considered ready in all respect's CO to complete AIB Nomination Form (Annex 50H)

↓

Unit forward AIB Nomination Form (Annex 50H) to CMR HQ RA

d. CMR RA will process the application and forward to AIB who will confirm receipt, contact the candidate to arrange a suitably convenient date and inform the Unit.

e. If a candidate changes Unit, or withdraws, both AIB and CMRHQ RA must be informed.

f. If successful at the AIB, an Offer of Entry Letter from AIB is issued. Once accepted, CMR HQ RA issue an Officers Entry letter. Successful candidates will be formally entered into the RNR's Initial Naval Training (Officer) programme. Unsuccessful candidates will remain in their current specialisation.

g. **SUY Training.** Each SUY officer training package will need to be considered on a case-by-case basis accounting for qualifications, experience and competencies already gained in the RN. For a RNR commission the following will need to be completed. Alternatively, the RN SUY Course can be undertaken in its place.

(1) Confirmation Course.

(2) Flex Weekend.

(3) Fleetboard.

h. For RNR Officer Phase 2 training, the following courses are required.

(1) Junior Officers Leadership Course (JOLC)[36].

(2) Divisional Officers Course (DO)[37].

i. SUY Training options are:

(1) Attendance on the 8-week RN SUY course at BRNC[38].

(2) Undertake sections or all of the RNR Phase 1 Officer training if competencies not already held.

j. RTO BRNC, after consultation with Res BM and SO1 Training if required, will be the final arbiter of training requirements needed to ensure successful extraction to the officer corps.

10150. RNR WO1 Commissioning Scheme (WOCS)

The WOCS offers bespoke Officer selection and employment opportunities and will provide the RNR's most capable Warrant Officer 1s with continued career progression to Lieutenant and beyond, time permitting, in a way which recognises and utilises their considerable Reservists skills and experience.

a. The Commissioned Warrant Officer scheme is separate and in addition to the SUY process. This scheme is aimed at experienced WO1s and only a minority will be likely to have enough time on their commission to accrue sufficient evidence to merit promotion to Lt Cdr RNR. Therefore, those WO&SRs who still have a considerable number of years still to serve should consider the SUY scheme as this offers a broader Officer career.

b. **Eligibility Criteria and Application Process.**

(1) Serving MR WO1s who would be age 54 on date of extraction or under are eligible for commissioning under the Commissioned Warrant Officer (CWO) Scheme. WO1s commissioned under the scheme will need to undertake the Warrant Officer Commissioning Programme (WOCP) at BRNC Dartmouth. Acceptance onto the scheme will be approved once WO1s have been boarded for the MR JO posts below. Individuals must be capable of taking up the appointment after successfully completing training (assignments will be within 12 months of selection). Two positions have been identified for fill by commissioned WOs:

(a) **Training.** RNR AOP SO3 on 40/60 RSDs.

(b) **Assurance.** MR Assurance SO3 on 40/60 RSDs.

[36] Only required if SUY has not already undertaken Senior Rates Leadership Course (SRLC).
[37] Only required if SUY has not already undertaken.
[38] Subject to clearance by BRNC and availability on course loading.

(2) The Scheme will be run annually based on requirement and a calling notice will be issued each year. Volunteers will be reviewed each year until they are no longer eligible.

(3) **Conditions of Eligibility.** All candidates must fulfil the following criteria:

(a) Have a positive SJAR recommendation for the WO Commissioning Scheme.

(b) Hold a permanent JMES of A4 L1 M1 E1 MFD or be in receipt of an executive waiver of the medical entry standard.

(c) Be in-date (pass) for RNPES.

(d) Have obtained the minimum Educational Standards of two GCSEs Grade A* - C (or equivalent) in English language and Mathematics prior to the WO Commissioning Board sitting.

c. Exceptionally, requests for variations to the eligibility criteria are to be addressed to DACOS MR FP via WFPM RES SO2.

10151. WOCS Terms and Conditions of Service

The generic terms of the Warrant Officer 1 Commissioning Scheme have been developed to reflect the additional experience and skills gained through longer service up to and in the rank of WO1. This is a niche process designed to be able to commission senior WO1s on a short six-year commission and employ them in a specialist area with minimal additional training.

a. **Initial Commission/Engagement Length.** Officers commissioned under the CWO Scheme will be given a six years' Officer service (ICS6) or to age 55 whichever is earlier. If they are extracted beyond the age of 52, they will be given a 3-year Commission only. Extensions of Service and opportunities to transfer to longer commissions exist in line with extant policy. Appointment to a commission takes place at the start of the WOCP.

b. **Rank, Seniority and Promotion.** Officers commissioned under the CWO Scheme will be commissioned in the rank of Lieutenant RNR (Lt RNR) on commencing the WOCP at BRNC, with one years' seniority, and will be eligible for promotion after 4 years seniority to the rank of Lt Cdr on the basis of merit for employment in executive functions.

c. **Pay**. A minimum 5% pay rise will be awarded on commissioning.

10152. Selection Process - WO1 Commissioning Board (WO1 CB)

a. The design and intent of the WO1 Commissioning Scheme is to employ ex-WO1s in one to two specialist Officer roles on a relatively limited commission and therefore the requirement to sit the Admiralty Interview Board (AIB) is waived. Those candidates that have previously been unsuccessful at AIB are eligible to apply.

b. RN PROMS will convene a WO1 CB annually and successful Candidates will be placed into a WO Pool to await assignment. If not assigned on selection, WO1s will remain in the pool until the following board sits. Specialist OJARs will not be required as PROMs will utilise the candidates' ordinary promotion dossier using the recognised Definition of Merit for selection.

10153. WOCS Training

a. WO Commissioning Programme (WOCP) at BRNC Dartmouth. This comprises three weeks of unassessed academic lectures, intellectual forums and ceremonial training to support the transition to Officer. There are three courses per year that culminate with a full commissioning Passing Out Parade alongside all other Officer Cadets at the end of their Phase 1 Training. The options for this training requirement are:

(1) **Option 1.** Complete a full 3-week course as a single block of training.

(2) **Option 2.** Complete weeks 1 and 3 of a WOCP, then complete the Naval Analysis Course (NAC) prior to, or 6 months after completion of WOCP week 3.

(3) **Option 3.** Split the WOCP into 1-week and 2-week blocks over separate WOCP courses.

b. Commissioned WO1s will enter the trained strength on passing out of WOCP. Should any additional training involve an assessment with a pass/fail criteria, however, and the newly appointed WO1 ultimately fail that assessment, they will exceptionally be given the option of discharge or reversion back to WO1. Failure to complete the WOCP course within 6 months of passing out will cause reversion to WO1 or discharge.

10154. RMR Corps Commission

a. **Eligibility.** Applicants for commission who have no previous commissioned service must:

(1) Have passed a minimum of five GCSEs or equivalent, two of which must be Mathematics and English Language.

(2) Be between the ages of 18 and 30 on commissioning.

(3) Be serving in the RMR.

b. **Selection.**

(1) **Application for Commission.** An individual may apply for an RMR Commission at any stage after they have successfully completed their Phase 1a recruit course. The application is to be submitted using Annex 101E and forwarded to the Unit CO.

(2) **Unit Selection Board.** Subject to the applicant meeting the eligibility criteria for a commission, the Commanding Officer will convene a Unit Selection Board to review the application and to interview the candidate. The Board will submit its findings to the Commanding Officer using Annex 101E.

(3) **Commanding Officer's Interview.** The Commanding Officer will interview separately all candidates for commission. If satisfied, they will then raise an SJAR specific to the application for a commission.

(4) **Admiralty Interview Board (AIB).** In accordance with BRd 3(1) Chapter 50 Para 5009. On successful completion of the AIB, candidates will be presented to the FSB.

(5) **Candidates who Pass AIB Whilst Recruits.** Candidates need to complete Recruit Phase 2 Training successfully before they can be commissioned.

(6) **Commissioning as a Second Lieutenant RMR.** Once a candidate has passed AIB, they are to undertake RMR Part 1 YO officers training. On completion, application is to be made by the Commanding Officer to COMMARRES for the candidate to promote to Second Lieutenant RMR.

(7) **Corps Commission Part 2 Officers Training.** All RMR CC candidates are to undertake Part 2 RMR Officers Training, Junior Officers Leadership Course and Divisional Officers Course prior to promotion to Lieutenant RMR.

10155. Senior Corps Commission (SCC)

a. **Eligibility.** Candidates for the SCC Scheme must satisfy the minimum criteria given below:

(1) Aged over 26.

(2) Have completed a minimum of 12 months as a substantive Corporal.

(3) Meet the educational criteria.

(4) Be MFD.

(5) Have a valid RM Fitness Test (RMFT) or RMFT(A) pass recorded on JPA.

b. **Application to Transfer.** To request to be considered for a Senior Corps Commission, applicants are to put their request in writing to their CO.

c. **Unit Selection Board.** Once the CO is satisfied that the applicant meets the criteria for a Senior Corps Commission, they will arrange for a Unit Selection Board. Where the Unit Selection Board is satisfied that the candidate has the necessary attributes for a Senior Corps Commission, the CO will forward their written recommendation, along with Annex 101E, in a specially raised SJAR to the RMR Colonel.

d. **AIB.** Subject to the RMR Colonel's endorsement, RMR Units will liaise with AIB staff to load the candidate onto an AIB in accordance with BRd 3(1) Chapter 50 Para 5009.

e. **Commissioning.** Subject to a pass at AIB, the Unit CO will write to COMMARRES to confirm the existence of a suitable vacancy in the Unit. Officers undertaking the Senior Corps Commission will be required to attend a minimum of two weeks of the regular RM Senior Corps Commission Officer course as specified by the RM BM as being the most relevant for Command and G1 training. On completion of the RM SCC Officers Course, the candidate will be commissioned in the rank of Lt RMR. They will also be required to undergo Part 2 of Officer Training but may be granted exemption from specific parts by their Commanding Officer, depending on their previous experience.

SECTION 10

MR RATING/OR LEAVING THE SERVICE

10156. Normal Retirement Age for those who Joined Prior to 1 Apr 15

All ratings must expect to be discharged on reaching the age of 55, unless exceptional approval is granted. All ORs must normally expect to be discharged on reaching the age of 45, unless exceptional approval is granted by the WF Cell RM.

10157. Extensions of Service (EoS)

Personnel may apply or be invited to apply to extend their service beyond the Normal Retirement Age (NRA). EoS for the MR is managed in accordance with BRd 3(1) Chapter 49 and the following:

a. Applicants must have achieved 4 out of 5 Certificates of Efficiency in the last 5 years.

b. Applications are to be initiated by the individual no later than 6 months prior to their final date in service, by submitting their MR EoS Application Form to their Divisional Officer.

c. The MR EoS Application Form is to be requested from navypeople-cmreservesmailbox@mod.gov.uk.

10158. RMR Extensions of Service for Joiners Prior to 1 Apr 15

RMR service will not normally continue after the age of 45 years. Further extensions may be permitted with the approval of the Col RMR. Applications for such extensions are to be submitted at least six months before service is due to expire, with CO's reasons and recommendation. All RMR EOS are to be requested via RMR SO2 and approved by the Col RMR. EOS may be used for the following reasons:

a. To act as a short-term workforce regulator to increase the total bearing of all specialisations to match the global requirement.

b. To assist in alleviating shortages in any particular specialisation or sub-specialisation that cannot be solved by using ORs of other specialisations.

c. To retain ORs with deep specialist skills or knowledge of which there is a shortage.

10159. Leave Well Process

Guidance for Service leavers and Unit staff regarding the Leave Well Process, including Valedictory Certificates, can be found at Annex 101B.

10160. Wearing of Uniform by Former Members of the Maritime Reserves

a. Former members of the Maritime Reserves (MR) who have voluntarily or compulsorily been discharged from the MRs prior to TX date or Normal Retirement Age are not eligible to continue to wear uniform once they have left service unless specifically requested to do so and if there is no other Naval Service Representation available[39].

b. As Veterans, ex members of the MR can wear the dress code characteristically worn amongst the veteran community:

(1) Civilians may wear items of uniform such as caps and berets with badges in public displays, performances and at special events, provided that such action is not to the detriment of the Royal Navy.

(2) By custom, ex-service personnel may wear caps or berets with badges on remembrance and memorial occasions. Medals earnt in service are to be worn on the left side above the breast pocket. If desired, medals not earnt by the individual but awarded to deceased family members can also be worn but on the right-hand side above the breast pocket.

(3) Historical re-enactment groups and staff in preserved historic ships are to be authorised to wear obsolete uniforms.

c. **MR Unit Functions.** Former members of the RNR/RMR are of course most welcome and encouraged to attend unit functions/activities. However, to ensure correct propriety is given, prior to attending events, COs are to ensure all former members are informed of the civilian attire suitable for the occasion. Unit COs/Specialisation SO1s are to enforce the following:

(1) **Formal Mess Functions.** Black Tie/Female equivalent.

(2) **Unit Engagement.** (i.e. Remembrance Day Parades): Veterans' attire.

d. It is highly unlikely that Veterans will be required to represent the RN at official functions. However, if circumstances do arise, COs/SO1 CAs are to engage with SO1 Policy in the first instance to ensure Higher Authority is obtained from Dir P&T.

[39] Chapter 38 Para 3824.

e. In conclusion, former members of the MRs and RFR are not permitted to wear the Naval Uniform without authority and any attempt to do so will be in contravention of the Uniforms Act 1894 (UK Public General Acts 1894 c. 45 (Regnal. 57 and 58 Vict) Section 2).

(1) *Military uniforms not to be worn without authority.*

(a) It shall not be lawful for any person not serving in His Majesty's Military Forces to wear without His Majesty's permission the uniform of any of those forces, or any dress having the appearance or bearing any of the regimental or other distinctive marks of any such uniform: Provided that this enactment shall not prevent any persons from wearing any uniform or dress in the course of a stage play performed in a place duly licensed or authorised for the public performance of stage plays, or in the course of a music hall or circus performance, or in the course of any bona fide military representation.

(b) If any person contravenes this section, they shall be liable on summary conviction to a fine.

SECTION 11

GENERAL ADMINISTRATION

10161. Certificate of Efficiency (CoE)/Bounty

a. **CoE/Bounty CMRTM.** The annual Certification of Efficiency (CoE) is awarded to MRs who have met the minimum training, attendance and mandated requirements as stated in the CMRTM issued annually. This provides assurance to Command that all training performance standards have been achieved and an indication of the Operational Capability status of the Maritime Reserves. The specified criteria for receiving the CoE will be detailed in the annual TM, with further application in JSP 754. If a Reservist can provide a valid and justifiable reason why they were unable to meet the mandated requirements for the award of CoE, they may request a waiver through their Unit CO to CMR HQ.

b. **Annual Training Commitment (ATC).**

(1) **Exemptions.** MR Unit Commanding Officers may authorise exemption from ATC but, to ensure equality and uniformity across the MR, prior approval must be sought from DACOS(MRFP) before such exemption is authorised. Prior to Commanding Officers authorising exemptions from training, consideration must be given to the effect of such decisions upon the award of CoE and Bounty Qualification. In addition, where it is the intention for officers of the rank of SO1 and above to be granted such waivers, approval is to be sought from DACOS(MRFP).

(2) **URNU.** Where a student member of an URNU applies to join an RNR Accelerated Officers Programme (AOP) they will, on successful completion of the AIB, join the RNR in the rank of Officer Cadet on List 1. They will be administered and paid by their RNR Unit but be seconded back, in their RNR rank, to their original URNU until the completion of their university studies, with no obligation to attend their RNR Unit. Upon award of the URNU CoE, they will have been deemed to have achieved the requirements for Bounty at the List 1 rate. On completion of their studies or leaving the URNU they will be required to meet the full criteria for award of a List 1 Bounty.

(3) **Additional Unit Activity.** Unit COs must obtain written approval from NAVY PEOPLE-MR HQ DACOS MRFP prior to setting any additional requirement(s) for CoE. These must be promulgated to all applicable personnel nlt 30 Apr via Unit Temporary Memorandum. It is not within CO's delegated powers to deduct a proportion of bounty against the additional training.

(4) **Extensions to the Training Year.** A one-month extension to the TY (to 30 Apr) can be granted by the Unit CO[40]. Further extensions to a maximum of 30 Jun can only be granted by NAVY PEOPLE-MR HQ DACOS MRFP, delegated to NAVY PEOPLE-MR HQ POLICY SO1. Extensions to the TY should be requested, by email, where such an extension will allow an individual to meet the minimum OCO requirements. Extensions are not to be granted to achieve SA. Applications for extensions are to be submitted at the earliest opportunity and before the end of the TY.

c. **Proportional Bounties.** The only circumstance where proportional bounty may be paid is when an individual's Service Year and Reserve Year are not aligned. Bounty payments may be paid on a proportionate basis in the first and last years of Maritime Reserve service **only** if the Reservist has met all the minimum training requirements set out in the annual CoE CMRTM. For example, if an individual joins the MR on 1 Oct and completes all of their mandated activities and ATC by the end of the TY then they could receive CoE and 50% of the bounty award (6/12ths of the bounty award for the 6 months they have been in the MR). These Proportional Bounty rules also apply to Firefly personnel.

d. **Certificate of Efficiency Waiver Board.**

(1) **Instructions.** These instructions relate to the board that considers Bounty Waivers in the Maritime Reserves. In session the Board reads the applications, votes on the Reservists presented and makes a decision as to whether a CoE and Bounty payment is to be awarded or not. To make a decision on the award of CoE and Bounty, the Board's tasks are to:

(a) Read the file containing applications of all candidates presented. Note that discussion on applications should not normally occur until after voting; however, clarification of fact and personal detail should take place before voting.

(b) Consider any additional matters placed before the board by the Board Adviser and the Specialist advisers in Training and Medical matters.

(c) Finalise the list of decisions against each application.

(2) Each board member is provided with a voting sheet that lists all the applications. A file containing information on all officers, ratings and other ranks will also be provided. Prior to the COE Waiver Board, the Chair will be briefed by the Board Adviser on the process and any issues with mandated requirements, and reserved rights issues to be considered.

[40] JSP 754 Chapter 3, Section 5, 03.0515.d.

(3) **Formal Record.** On completion of the COE Waiver Board, the Board Adviser will prepare a closing statement for signature by the Chair. This document will contain the name, initials, branch and specialisation of the applicants and the decision recorded against them. Once completed and signed, the Board Adviser will inform Commanding Officers and Specified Authorising Officers of the decision and retain the list as a formal historical record of the board. All other records and electronic data including the votes cast by individual board members will be destroyed by the Branch Adviser.

(4) **1998 Data Protection Act.** The data contained in the historical record of the board and any other information generated during the board process as it affects an individual is disclosable under DPA98, but only after the announcement of the decisions have been made. Given that the board's decision is a corporate one and that minutes of the proceedings are not taken, it follows that individual board members' votes and personal notes may not be truly representative of the final outcome. It is for this reason that the Branch Adviser destroys all records and data other than the closing statements signed by the Chair. Individual board members should not knowingly retain their jottings as they are disclosable under DPA98.

(5) **Unlawful Discrimination.** These instructions reflect the Equality Act 2010. Board Chairs, members and Board secretaries are to be constantly mindful of these equality provisions throughout the selection process and whilst deliberating on the relative merits of applicants. The Board Chair is to remind members of this responsibility at the start of the Board and confirm on the Official Record that these principles have been adhered to.

(a) The Equality Act 2010 protects people from discrimination on the basis of ‘protected characteristics’ which are Age, Disability, Gender Reassignment, Marriage or Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.

(b) The protection from discrimination generally applies to those serving in the Armed Forces. However, given the need for the Armed Forces to maintain combat effectiveness, the Equality Act 2010 preserves the Armed Forces exemptions from disability and age discrimination.

(c) Discrimination can be direct or indirect:

i. **Direct Discrimination.** The Equality Act 2010 defines direct discrimination as less favourable treatment of a protected characteristic that someone has, or are thought to have (perceptive discrimination), or because they are associated with somebody who has a protected characteristic (associative discrimination).

ii. **Indirect Discrimination.** This is a less obvious form of discrimination and can occur when an organisation has a policy, condition/rule or practice that applies to everyone and is therefore apparently neutral, but which particularly disadvantages people who share a protected characteristic. This may mean maintaining traditions and practices 'because this is what we do'.

iii. **Unconscious Bias.** Studies show that people can be conscientiously committed to equality, and deliberately work to behave without prejudice, yet still possess hidden prejudices or stereotypes; a person who behaves in a discriminatory way does not necessarily have negative intent. This concept of unconscious bias applies to everyone, it governs some of the most important decisions we make and can have a profound effect in many ways. Board members need to be cognisant of unconscious bias throughout the board process.

(6) **D&I Training.** All board members are to be in date for D&I Training. For OF5 and below this is the Advanced Level D&I Training RN/RM and for OF6 it is the Senior Officers' D&I Awareness Course.

d. **Terms of Reference.** The COE Waiver Board will form and operate against the Terms of Reference detailed in Annex 101F.

10162. MR Participation in Civil Events

a. Guidance on participation in civil events is contained in current DINs. Individuals must notify their MR Units who in turn are to seek prior approval of COMMARRES HQ, copy to the Naval Regional Commander, before participation in, and training for, civil events, including Remembrance Sunday parades, local affiliations, tattoos, festivals and carnivals. The application should be in the following format:

(1) MR unit involved.

(2) Details of the event.

(3) Date.

(4) Display it is intended to mount.

(5) Any equipment required.

(6) Estimated cost to the MR of unit participation shown under the appropriate headings.

b. Prior written approval is to be sought before any firm commitment of MR personnel or resources is made. Due regard is to be given to ensure that the necessary security organisations are informed of the intention to be involved in a Public Military or Civil Event, in accordance with current regulations.

c. **Indemnity and Insurance.** When it is necessary to safeguard the Ministry of Defence against claims arising as a result of Service participation in an event, sponsors of the event will be required to give an indemnity, covered by insurance, against third party risks, and on some occasions to cover personnel and property as well. The insurance requirement may be waived if the sponsoring organisation can show that they are already sufficiently covered by insurance to make further cover unnecessary. The comprehensive form of indemnity in BRd 2, Chapter 60 applies.

10163. Publications, Lectures and Presentations

The regulations governing publications, lectures and presentations relating to the Royal Navy are contained in BRd 2 Chapter 68. All MR personnel are similarly prohibited, in the same way as regular RN/RM personnel, from conducting a private representation to Government departments and officials on matters concerning MR policy and/or conditions of service. Such representations are to be conducted via normal Service channels through individual Commanding Officers.

10164. Conflicts of Interest - Declaration of Outside Interests

BRd 2 Chapter 86 and The MOD Conflicts of Interest policy sets out what MOD requires of Crown Servants when their outside business and other private, charitable and commercial activities may conflict with their official duties. COMMARRES is to approve all Declaration Forms.

10165. Military Aid to the Civil Authorities

Reservists are permitted to undertake both Military Aid to the Civil Authorities (MACA) and Military Aid to the Civil Community duties or training whilst serving under the provisions of s27 of RFA 96. Whilst extant and emerging legislation will generally seek to offer mobilisation for such tasks wherever possible, the short notice and short-term nature of assistance to the community at times of disaster may require periods of duty under the provisions of s27. Under all circumstances, Reservists should be qualified and prepared to the same standard as regular personnel for the task they are to undertake.

10166. Employer Support

The aim of Employer Support is to develop and sustain the relationships between the Royal Navy, the Maritime Reservist and their Employer so that an Employer will support a Reservist's release for routine training and, when necessary, mobilisation for operations. Detailed instructions are contained in JSP 766 and Annex 101G.

10167. Employer Notification (EN)

All PTVRs must supply the full contact details of their civilian employer and confirm whether or not they give permission for the MOD to contact their employer directly (a Permanent Exemption or Temporary Waiver may be applied for and granted should a concern be raised by the individual).

10168. Foreign Residence Military Reserve Exchange Programme (FRMREP)

The employment of RNR and RMR personnel under the Foreign Residence Military Reserve Exchange Programme between the United States Department of Defense (DoD) and the UK Ministry of Defence (FRMREP UK/US), as defined in the Memorandum of Understanding (U.S. DoD/UK MOD FRMREP MOU) dated 27 Jul 2015 and 2015DIN01-174[41]. Further detailed instructions are contained in Annex 101H.

[41] 2015DIN01-174.

10169. Leave

Maritime Reserve personnel are entitled to leave iaw JSP 760.

10170. Leave of Absence.

a. COs may grant up to six months leave of absence to any Maritime Reservist who requests it for civilian employment or other reasons. Such leave will not affect seniority or reckonable service in the Maritime Reserves. All applications for leave of absence exceeding six months are to be submitted to the CM. Such submissions are to contain an assessment of the likelihood that the individual will resume training on completion of the stipulated period of absence.

b. **Extended Leave of Absence.** The detailed regulations for extended leave of absence (i.e. more than one year) for RNR are given below. Extended leave of absence may be granted only by COMMARRES.

(1) **Junior Officers under Training.** Junior Officers under Training will normally be required to be removed from the RNR/RMR Active List and apply for re-entry on their return.

(2) **Officers with Under 15 years' Service.** Officers with under 15 years' service will be placed on List 3 for up to three years, thereafter they will be Compulsory Removed from the Active List. Only one such period of absence will be permitted.

(3) **Officers with Over 15 years' Service.** Officers with over 15 years' service are no longer restricted to one period on List 3 and the only restriction on their reversion to this List is that the period spent in this List, over their entire career, does not then amount to more than five years. Thereafter they may be placed on the Retired List.

(4) **Ratings.** Ratings may be placed on List 3 for periods of up to three years; each period being cumulative. For periods in excess of three years they are to be discharged. Should they wish to re-join at some future point, they may be permitted to re-enter in their previous rate, subject to the prevailing workforce situation, and in accordance with current re-entry regulations. Re-entry is not a right and cannot be guaranteed.

(5) **Commanding Officers.** COs who for any reason intend taking a period of leave of absence in excess of one month are to report details to COMMARRES.

10171. Identity Cards

a. Personnel are to carry their ID cards (MOD Form 90) when on duty, including travel to and from training.

b. A new ID Card should be applied for when required e.g. by change in rank etc., in accordance with current instructions.

c. Alteration, unauthorised destruction, loss as a result of lack of care by the individual or failure to take adequate care, or the transfer to another person of an ID Card, is an offence under the AFA 06. MRs should have their attention drawn to the risks to security that may result from loss of an ID Card and the required notification process to be taken.

d. ID Cards of personnel leaving the MR are to be withdrawn and destroyed.

10172. Uniform Regulations

a. The provision, wearing and maintenance of uniform in the MR is to be in accordance with Chapter 45 and JSP 752.

b. MR personnel granted AHR for their FTRS commitment they are to seek the approval of their MR CoC to wear the higher rank whilst attending undertaking MR activity.

c. MR Personnel granted AHR in a MR National Role will not automatically be able to wear the higher rank / rate whilst undertaking their FTRS employment.

10173. Ceremonial

Instructions on ceremonial in MR units are in BRd 2, Chapters 91 and 92.

10174. Service Funerals

Instructions on Service funerals for MR personnel are in BRd 2, Chapter 95.

10175. Regulations for Wearing the Blue Ensign

a. MR Officers on the Active and Retired Lists, appointed in command of British merchant ships and fishing vessels, are allowed to fly the Blue Ensign (undefaced) under the authority of a Warrant issued by the Secretary of State for Defence, subject to the conditions laid down in BRd 2 Article 9153.

b. Applications for Blue Ensign warrants are to be submitted direct to COMMARRES.

10176. Service Funds (Non-Public Funds)

a. Service Funds are to be maintained and audited in accordance with BRd 18, Management and Accounting Instructions for Service Funds and BRd 2, Chapter 80, Section 4.

b. In MR Units a Central Fund, normally comprising the following subsidiary funds, is to be authorised by the CO in Standing Orders:

(1) General Purpose Fund.

(2) Wardroom Mess Fund.

(3) Senior Ratings' Mess and Bar Fund.

(4) Junior Ratings' Club or Mess and Bar Fund.

c. A suitably qualified individual within the unit is to act as Treasurer of the Central Fund with the Support Manager (or Executive Officer where no Support Manager exists) appointed as Supervising Officer. Sub-treasurers are also to be nominated to run the individual Service Funds. The Support Manager (or Executive Officer where no Support Manager exists) is to provide the Command with advice on Service Funds in accordance with BRd 18.

d. Where reasonably practicable, formal Audit teams are to be drawn from civilian external auditors. Units are to fund this requirement internally.

10177. MR Trophies

a. All MR trophies should be registered with the RN Trophy Centre and the holding Unit is responsible for meeting the annual hire charge. Trophies are to be held on the Unit Articles in Use (AinU).

b. Calling Notice for the award of MR Trophies will be issued annually via CMRAI.

10178. Annual Inspection of Personal Details held on JPA

MR personnel are mandated to check and update their personal details held on JPA annually and confirm to their CO that those details are correct.

10179. Final Disposal of RNR/RMR Ratings' Service Documents

a. JPA Records of Ratings/OR service are to be kept up to date by parent units. On release, the JPA account will be closed by CM Res.

b. If held a Ratings/OR Service Documents are to be retained within the MR Unit and the FTRS Cell for a period of six months from the date of discharge. Thereafter, they are to be forwarded as follows:

(1) **Service Documents.** Any paper Service Documents are to be compiled alphabetically in year of discharge order and sent to:

Defence Records Office
TNT Archive Services
Tetron Point
William Nadin Way
Swadlingcote
Derbyshire
DE11 0TB

Tel 01283 227913
Fax 01283 227942

(2) **Receipt/Despatch Note.** All documents forwarded are to be accompanied by a Receipt Note (MOD Form 24). This form is to be clearly marked with the RNR/RMR Unit's address on the reverse side.

10180. Officer Records - Documentation and Disposal

a. JPA Records of Officers' service are to be kept up to date by parent units. In accordance with RFA 96 s.75, all officers are to ensure that they inform their CO of any changes in their circumstances.

b. On discharge, Officers' Personal files and OJARs held in units are to be forwarded to Navy Search, TNT Archive.

10181. Long Term Non-Participant (LTNP)

a. All Maritime Reserve (MR) personnel on Lists 1 and 2 are required to achieve their annual Certificate of Efficiency (CoE), which includes undertaking a minimum number of OCO and SA days throughout the training year. MR Personnel who wish to remain in the MR but, for individual circumstances are temporarily unable to achieve their annual commitment, are entitled to apply for transfer to List 3 for a maximum of 3 years[42] or Leave of Absence (Para 10170). MR Personnel may also request discharge from the MR[43]. These options must be discussed between the Reservist and their Divisional Officer (DO) / Troop Commander (TC) at the earliest opportunity and not left until the Reservist is classed as being an LTNP.

b. **Definition.** MR personnel on List 1 or List 2 who have not undertaken any MR activity for 6 consecutive months will be classed as being an LTNP.

c. **LTNP Management Process.** The process map for managing LTNPs is at Annex 101D and templates of all letters are available on the CMR HQ SharePoint site[44]. The following stakeholders have an active role in managing LTNPs:

(1) **Divisional.** The DO / TC is required to maintain regular engagement with personnel in their Division / Troop, which will provide an early indication that an individual may become an LTNP. This engagement, whether informally or at the MPAR, must include a review of attendance and progress towards achieving CoE. The DO/TC is to ensure that personnel in their Division are aware of the options available to them if they are unable to undertake MR activity for more than 6 consecutive months. The DO / TC is to notify their Command / Specialisation SO1 of all personnel in their Division who have not undertaken any MR activity for more than 6 consecutive months.

[42] BRd 3(2) Para 0107: http://web.apps.royalnavy.r.mil.uk/fpgo/BRd_0001_4999/BRd_0003/BRd_3_2/brd3_2.pdf.
[43] BRd 3(2) Para 0212 (Officers) and Para 0220 (Ratings): http://web.apps.royalnavy.r.mil.uk/fpgo/BRd_0001_4999/BRd_0003/BRd_3_2/brd3_2.pdf
[44] https://modgovuk.sharepoint.com/teams/55961/CMRHGtemp/Forms/AllItems.aspx.

(2) **Specialisation Management.** Specialisations are to provide their Administering Unit with the details of any LTNP within their Specialisation. Specialisations are not empowered to authorise LoA, Transfer to List 3 or discharge from the MR – this is the responsibility of the CO in their Administering Unit.

(3) **Command.** All formal correspondence to LTNPs is to be sent from their Unit's Commanding Officer (CO), or Administering Unit's CO for Specialisations, as Recorded Delivery to the last known address on JPA. Copies of all correspondence and proof of postage are to be retained by the Unit.

(4) **Command Adviser.** The Regional Support Unit (RSU) Officer-in-Charge (OiC) is responsible for providing advice to the Command and must be contacted in the first instance by the CO. The RSU OiC will liaise with the Regional Legal Office for all discharge proceedings.

d. **Discharge.** All discharge proceedings are to be followed in accordance with BRd 3(1) Chapter 20 Section 25[45].

(1) **Ratings.** MR Unit COs have authority to discharge Ratings and RM Other Ranks under their Command[46]. NAVY PEOPLE-MR HQ POL SO1 is to be notified of all LTNP discharges.

(2) **Officers.** NAVSEC has delegated authority to authorise Compulsory Removal from the Active List (CRFAL) to COMMARRES[47]. COs are to make their recommendation to COMMARRES[48] as to whether CRFAL is appropriate and if the Officer should be placed on the Retired List or have their Commission terminated.

(3) **Appeals.** All MR personnel discharged for being an LTNP have the right of appeal.

10182. List Transfer

MRs wishing to transfer from one list to another are to submit a request to the Reserves Career Manager Cell (Res CM Cell). The request is to outline the reasons for transfer and an assessment of the likelihood of a return to full MR activity. The Res CM Cell will make a recommendation, in consultation with the SO2 RES WFPM, Specialisation SO1 and Unit Commanding Officer. Personnel taking up an FTRS Commitment will be moved by the Res CM Cell to List 5 from the date of commencement of the Commitment. At the time of granting an extension of service, consideration will be given as to the most appropriate List on which to place the individual for the period of the extension and if deemed appropriate to change the List, the Res CM Cell will advise the Reservist.

[45] http://web.apps.royalnavy.r.mil.uk/fpgo/BRd_0001_4999/BRd_0003/BRd_3_1/ch20.pdf.
[46] In accordance with RFA 1996 s15(1) and BRd3(2) Chapter 2 Paragraph 0222.b.(5).
[47] In accordance with BRd3(2) Chapter 2 Paragraph 0213.a.
[48] In accordance with BRd3(2) Chapter 2 Paragraph 0213.c.(5).

10183. Discipline

a. The MR are governed by AFA 06 for discipline purposes as prescribed by that Act. The Discipline policy for the MR is in BRd 3(1) Chapter 20 Section 25.

b. **Disciplinary Investigation - Suspension from Training.** When Maritime Reservists engaged in training under RFA 96 Section 22 (1) (Obligatory Training for Bounty) and Section 27 (Voluntary Training Other Duties) are suspended from training for the purpose of a disciplinary investigation, and when such investigation finds that no breach of Service Law was committed, the individual may be paid Bounty if the CO concludes that, on the balance of probability, the Reservist would have received such a payment had they not been suspended.

10184. Parliamentary Candidature and Political Activities

The regulations governing political activities are contained in BRd 2 Chapter 66 and JSP 492.

SECTION 12

MARITIME RESERVES TRAINING

10185. Aims of Training

Reserve training aims to instil and inculcate the professional and personal attitudes, skills and knowledge, through individual and collective interventions and experiences, to enable Reservists to meet COMMARRES operational tasking, whilst also providing a foundation for enduring commitment, retention and development. This Section should be read in conjunction with the Training Chapters contained elsewhere in BRd 3(1.

10186. Training Management and Education

a. RNR training will be conducted in accordance with the Defence Systems Approach to Training (DSAT) quality standard as detailed in JSP 822 and coherent with Defence Direction and Guidance on Training, Education and Skills. Appropriate management processes will be articulated by TRA and TDAs or Training Providers where appropriate and applied by Units and Specialisations; this will enable audits and continual improvement.

b. Legislative compliance demands a robust personnel, training and education governance process and data assurance is a vital component of the process. The Chain of Command must have confidence that individuals are properly qualified for the activities which they have been trained to conduct, or train others in, and that risks can be effectively mitigated or managed. Where JPA competencies do not result from a training event or activity, a record should nevertheless be made in the Reservist's JPA Individual Training History to provide a data reference of the date, its location, nature and result. Reference should be made to JSP 794.

10187. OCO/CT and SA/NCT Application Codes

a. COMMARRES is required to conduct analysis in support of their expenditure and to provide outside authorities with data to support wider Defence initiatives. To support this requirement, and to aid in identification of effort and action, the activities of RNR personnel are split into a number of categories.

b. Units must ensure the correct JPA input form is used when activity is being recorded.

(1) Training Codes for activities that are classed as SA or NCT:

A	Normal Training
B	Training Overseas
C1	Normal Training Unpaid
C2	Training of Restricted Value
D	Not Classed as Training
E	Sponsored Reserves
F	ADC
G	Camp in excess of 15 Days
H	Other duties
L	Leave (ADC)

(2) Training Codes for activities that are classed as OCO or CT:

CT1 CT Camp
CT2 Course
CT3 Attachment
CT4 Modular Training
CT5 Split Camp
CT6 Additional Normal Training

10188. Fitness and Medical

a. **Medical Self-Certification.** It is incumbent upon a Reservist to ensure they are medically and physically fit to conduct training. As part of the medical self-certification[49] required before attending courses, a Reservist who is not fit for unrestricted duties i.e., not in JMES Code MFD A4/L1/M1/E1 must highlight this to their Unit prior to undertaking any training activity. The Unit will liaise with Maritime Reserves Medical Office to confirm those activities that the Reservist may undertake. Further policy on Self-Certification can be found at Annex 101L and associated Appendices.

b. **RNPES.** It is mandatory for Reservists to remain in date for the RNPES, in accordance with the regulations in BRd 3(1) Chapter 29 Section 3. Reservists who are out of date for the RNPES are only to conduct training activities with the direct authority of their Commanding Officer. Personnel who are in date, but failed RNPES, are to ensure they are given every opportunity to re-take the RNPES at the earliest opportunity and, where necessary, Reservists will be required to undertake a remedial training package. As failure to successfully pass the RNPES affects the Call-Out Liability of Reserves, Discharge action will be instigated by the CO after 4 failed attempts. Policy for Discharge SHORE of MR personnel following RNPES failure may be found in BRd 3(2) Chapter 2.

c. **Phase 1 RNPES and Fitness Assessment.** The PES is to be conducted and passed in-unit prior to attending Confirmation Course for both recruits and Officer Cadets (OCs). An RNPES (pass) is required to successfully progress on to Phase 2 Training for INT(R) or Phase 1B training for INT(O). A fitness assessment on Confirmation Course is used to assess a trainee as ‘safe to train’ for the physical challenges of training on Dartmoor, and preparedness for Ex BLD. Failure to pass fitness assessment during Confirmation Course will result in Return To Unit (RTU) action. This is not classed as a formal Confirmation Course failure. The OC/Recruit will be required to retake Confirmation Course at a later date. A hot handover will be sent to the MR Unit advising of the training shortfall.

d. **Naval Swim Test (NST).** Is conducted at HMS RALEIGH on the Recruit Development and OC Development Weekends. Failure to pass NST will prevent a trainee proceeding on to BRNC Development Weekends for marinisation training and Confirmation Course. A trainee who fails NST will be required to reattend the Recruit/OC Development Weekend at HMS RALEIGH to retake, subject to a maximum of two attempts.

[49] JSP950 Pt1 Lft 1-2-12.

e. **Exertional Collapse.** MR Units are to ensure that OCs/Recruits are fully prepared to undertake the RNPES in unit and the fitness assessment on Confirmation Course. Completion of the 12-week RNR INT Physical Training Programme (PTP) is mandatory prior to attempting any maximal physical exertion, including fitness assessments in unit and on Confirmation Course. The PTP has been implemented to prepare OCs and recruits for maximal physical exertion in a safe, progressive manner and reduce the risk of Exertional Collapse in association with Sickle Cell Trait (ECAST) to ALARP.

f. The PTP programme has 5 stages:

(1) **Physical Training Brief.** Delivered to OCs/Recruits at the Recruit Development Weekend at HMS RALEIGH.

(2) **Physical Training Programme 1 (PTP1).** A 6-week self-certified, physical training programme completed in the OC's/Recruit's own time between the RALEIGH Recruit Development Weekend and the BRNC Recruit Development Weekend.

(3) **Physical Training Programme 2 (PTP2).** A further 6-week self-certified, physical training programme completed in the OC's/Recruit's own time in the run up to Confirmation Course.

(4) **Fitness Assessment.** To be completed on Confirmation Course.

g. Only OCs/Recruits who have self-certified they have completed the full training package and had this counter-signed by INT Trainers at the Parent Unit will be permitted to attempt fitness assessment on Confirmation Course.

h. OCs and Recruits attending either the Accelerated Officer Programme (AOP) or the Accelerated Ratings Programme (ARP) received the PTP1 brief 8 weeks prior to course start to prepare them physically for the course. They then undertake further supervised PT sessions during the course before attempting the fitness assessment during either AOP or ARP.

10189. Physical Development (PDev)

a. All PDev is to be conducted in accordance with Joint Service Regulations[50] and extant DINs/RNTMs/CMRTMs. It is expected that AT and Representative Sport should not be conducted at the expense of completion of RNR INT and achieving TS within COMMARRES' stated timelines.

b. Reservists who are either out-of-date for RNPES or who have failed the RNPES are **not** to undertake any form of AT or Representative Sport.

[50] JSP 419 Adventurous Training in the UK Armed Forces.

c. AT is primarily intended to develop leadership, teamwork, physical fitness, stamina and self-reliance, or enhance sea-sense training. It also serves to develop the moral component of operational capability, *esprit de corps*, and is retention positive. It must, however, also be relevant and it is incumbent upon COs to ensure that the AT conducted is of benefit both to the Service and the individual's development as a Reservist.

d. The amount of PDev conducted by any individual is at the discretion of RNR Unit CO, who will decide whether such training should be paid or unpaid. It should not be taken at the expense of the Annual training Commitment to achieve CoE. A maximum of three days AT per annum may be allowed to accrue for bounty qualification purposes. Paid AT in excess of five days per annum is subject to the prior approval of COMMARRES.

e. RSD funding for all Representative Sport is subject to COMMARRES approval.

f. Each activity must aim to develop at least three of the qualities outlined in BRd 51 Vol 3, Chap 1, sub para 0105.

10190. Welfare and Duty of Care (WDoC)

a. MR Units and organisers of training activities must use reasonable endeavours to ensure personnel are not placed at risk travelling to/from training events. The most suitable travel option should be considered not only in terms of economic value but with consideration of event completion time, individual travel requirements, security risk assessments and distances to be travelled.

b. If, due to the exigencies of the Service (unexpected changes to a ship's programme, etc.) it is not possible to release from training an officer or rating on the correct date, COs should approve payment for any additional days.

c. No officer or rating is to be released from training to shore at their own request before completion of the period of training/duty for which they are authorised to be borne, except with the approval of the CO or, in urgent cases, of the senior person present.

d. If a Reservist fails to arrive for MR organised training the co-ordinator is, in the first instance, to attempt to contact the individual. If this fails, the appropriate Unit's Duty PSI should be contacted. Individuals who are unexpectedly unable to attend must inform the co-ordinator as soon as possible. Unit duty staffs are to be aware of those attending training at any given point and should be prepared to implement local procedures.

e. All Units are to provide a nominated member of the Ship's Company to attend the Training Assurance, Welfare and Duty of Care (TAWDoC) Working Group held 6 monthly.

10191. Handover of Recruits and Trainees Considered At Risk

a. The Handover of recruits and trainees' procedure[51] is to be implemented whenever a MR recruit or trainee[52] (Phase 1 and 2) is deemed to be 'At Risk', either due to professional, attitudinal, compassionate, medical, or disciplinary reasons. The names of such individuals must be recorded in their parent Unit Risk Register. RNR units must also inform the relevant Regional Pipeline Manager (RPM) of any individuals considered at risk to allow proper oversight and management. This is especially important under the model of regionalisation of training where trainees may be routinely travelling between Units in their region on a regular basis.

b. A MR recruit or trainee may be a cause for concern for a variety of reasons whilst they are on the Untrained Strength (UTS). There may be evidence of professional failings, poor attitude during Initial Naval Training (INT) or, compassionate, medical, or disciplinary issues that may affect their performance and, if unchecked, their suitability for continued service. In all cases they need tailored management; either pastoral, welfare or coaching to achieve the training objectives and potentially avoid loss from the Service. Delivery of this tailored management and care is reliant upon good communications and efficient transfer of information within and between the MR Unit and Lead Schools. This transfer of information applies when recruits or trainees move through the various elements of the Phase 1 pipeline, onto subsequent Phase 2 training establishments or transfer to another RNR or RMR Unit whilst UTS.

c. Whilst not fully prescriptive, the handover procedure should be conducted whenever a recruit or trainee of concern meets one or more of the following:

(1) transferring from MR Unit to Lead School Phase 1 or Phase 2 training under a Training warning[53].

(2) assessed to be at Risk of harming themselves, others, or materiel. The recruit or trainee would have been the subject of a Case Conference.

(3) under significant personal stress due to compassionate or welfare reasons which are ongoing and require continued divisional management.

(4) subject to Service or civilian Police investigation or is awaiting disciplinary action.

(5) has a medical condition that necessitates an extension or alteration of their training programme.

[51] BRd 3(1) Ch 57 Para 5751 Handover of Information on trainees deemed of concern.
[52] Including RNR Officer Candidates, Young Officers and RMR.
[53] BRd 3(1) Ch 57 Article 5729-31, 5748-9, 5735 & Annex 57B UTS Warning Process.

d. **Handover Procedure (RNR)**

(1) The RPM or Unit Training Officer (UTO) is to arrange for the relevant information to be passed to the receiving establishment or Unit at least 5 working days prior to the physical transfer of the individual and commencement of training. As a minimum, the information below is to be passed using the document at Annex 101P:

(a) Professional / academic warnings.

(b) INT warnings.

(c) Compassionate issues of a relevant or urgent nature.

(d) Limitations on training resulting from a medical issue.

(e) Any other information that the Training Staff thinks might be of use to the receiving establishment or Unit Divisional Staff.

(2) Where appropriate, especially when dealing with complex welfare or medical cases, a face-to-face briefing or telephone conversation between the current and future DO / Training Staff is to be conducted.

(3) **Personnel Risk Register.** Units are to capture those trainees considered at Risk and/or vulnerable in their Unit/Specialisation Personnel Risk Register and report at the Unit Health and Wellbeing Committee. Additionally, details of any trainees at risk should be submitted to CMR HQ SO2 RNR on a termly basis for audit purposes and where necessary, will be used to populate and maintain CMR's 'Register of Vulnerable Persons.'

(4) **Lead Schools.** Training teams at Lead Schools are to complete Annex 101P and submit to an individual's parent Unit within 24 hours in the instance of a trainee being Returned to Unit (RTU'd) to ensure appropriate oversight and management of the individual. The Lead School is to contact the parent Unit to agree travel arrangements and expected arrival times.

e. **Handover Procedure (RMR)**. For RMR personnel attending CTCRM delivered courses (RMR Phase1, BPT Pass-out Weekend, 6MSM weekend and Reserve Forces Commando Courses (RFCC)), the RMR Training Officer prior to attendance on one these courses is to identify any recruit of concern (professional, attitudinal, compassionate, medical or discipline reasons) and ensure a 'hot handover' is conducted with the Reserve Forces Training Team. Annex 101P is to be completed by the parent RMR Unit and forwarded to the Chief Instructor of the Reserve Forces Training Team at CTCRM at least 5 working days prior to the course start date.

f. **Data Protection.** Annex 101P is to be classified as OFFICIAL SENSITIVE – PERSONAL when completed, and the information is only to be shared / retained / stored iaw Data Protection Regulations and policy.

g. **CMRHQ Command Health and Wellbeing Committee (CHWC).** The CHWC chaired will review the Unit Health & Wellbeing Register and conduct Case Conferences with relevant Unit personnel as required.

10192. Leave During Training

a. Reservists accrue pro-rata leave aligned with the number of Reserve Service Days undertaken during the training year. This is calculated automatically by JPA. The entitlement to paid leave and policy of how this is administered is detailed in JSP 760 Chapter 1.

b. Officers and Ratings are therefore not to be granted leave whilst employed on RSDs. Reservists serving on RSDs onboard ships may take shore leave as permitted by the ship's programme.

10193. Overseas Training

a. No Reservist is to proceed on training overseas, or training with an overseas Regular or Reserve Force, unless authorised by COMMARRES HQ. No member of an overseas Armed Force is to train with the MR without prior approval being obtained from COMMARRES HQ.

b. Reservists are not to apply for overseas travel for an exercise billet unless the exercise has been authorised as a supported Defence activity. Approved billets will have a Local Serial Number (LSN) which must be quoted on all applications.

10194. Training Matrices

Training Matrices are derived from a collaborative process with the stakeholders of each specialisation's Training Requirements Authority (TRA) and aligned to the Specialisation's role articulated in Navy Command's Maritime Reserves Directive. Matrices contain a blend of Individual and Collective Training developed through DSAT to enable Reservists to become SQEP (Suitably Qualified and Experienced Person) in each rank or rate and identify when an individual is considered Trained Strength (TS) in their Specialisation. Proposed changes are to be endorsed biannually at the MR CEB.

a. **Individual Professional Qualifying Courses (Individual Training).** Individual Training consists of Professional Qualifying Courses developed through DSAT and endorsed by the TRA. Professional Qualification Courses are the formal individual training solutions required to achieve professional qualifications (SQ).

b. **Continuous Personal and Professional Development (inc. Collective Training).** Other training and activity endorsed by the TRA and/or COMMARRES to broaden qualifications and gain workplace experience via collective training and exercises.

c. Collective Training is aimed at improving the ability of teams, units, or formations, to function as a cohesive entity and so enhance operational capability. It supports the generation of the Experienced Person (EP). Collective Training in the form of exercises will be identified by the Specialisation Manager and specific details will be promulgated separately. The responsibility for managing the update, content and distribution to individual Reservists lies with the appropriate specialisation SO1, in conjunction with the Specialisation Manager.

10195. Training Delivery

a. Training courses and weekends delivered through a Lead School are articulated in the Customer Executive Board (CEB) governance process, which generates the approved annual Statement of Trained Requirement (SOTR). No changes are to be made without advice being sought from WFPM RES SO2, COMMARRES Training Team and the relevant Lead School.

b. Formal branch or specialisation weekend training must be conducted in accordance with JSP 822. Appropriate Supervisory and Duty of Care routines must be provided in accordance with JSP 822.

10196. Remote Working

Where training and education is delivered by virtual means, Reservists are to be paid up to and not more than the number of hours of learning stipulated by the training provider, and in accordance with COMMARRES policy.

10197. RNR Initial Uniform Issue

a. Chapter 39 provides the NS regulations for wearing uniform with Annex 39B specific to RNR officers and Annex 39C Scale 14 specific to RNR ratings.

b. Service issue uniform is **not** to be worn by Phase 0s. Phase 0 probationary recruits are to be attired in accordance with Unit directive.

10198. RNR Phase 1 Training

a. The RNR INT pipeline is a blend of material hosted on the Defence Learning Environment (DLE) for use on Unit drill nights, by the individual Reservist through their own devices, and national weekends leading to a Confirmation Course at HMS RALEIGH for Recruits and BRNC for Officers. Recruits and Officer Cadets will all undertake Phase 1A to instil military skills, and Young Officers will then undertake Phase 1B for further Marinisation training, prior to attending Final Leadership Exercise (FLEX) at BRNC and then Fleet Board.

b. RNR INT operates a 3 Term Entry System with programmed national training dates for each entry. Each unit Recruit Pipeline Manager (RPM) will coordinate with the recruit/ OC and national UTS Pipeline Manager (UTS PM) to book a Reservist onto their INT courses. There is an expectation that Phase 1A is completed within 12 months and Phase 1B (Officers only) within a further 12 months.

c. A limited number of spaces have been made available to the RNR on the RN Ratings Phase 1 (INT) course to allow Reservists with capacity to reduce time in training. The UTS PM should be contacted in the first instance to identify suitable opportunities.

d. The Accelerated Officer Programme provides a 8-week training package during the summer months, including 3 weeks of Initial Sea Time (IST) for a further 3 weeks. Following AOP YOs must then complete FLEX and Fleet Board.

e. The Accelerated Ratings Programme condenses RNR Ratings Phase 1 Training into a 5-week training package, during the summer months.

f. All Officers and Ratings are required to complete an INT Task Book during their Phase 1 training. Task Books are available via the CMR HQ SharePoint[54].

10199. RNR Young Officers' Fleet Board

a. The RNR Fleet Board is the final summative assessment of INT(O) training. Convened by DACOS Training (Reserves), the Board is designed to determine whether the individual has achieved the Training Objectives identified within the Formal Training Statement (FTS) Performance Statement (TPS) generated from the RNR All Officers' First Common Appointment (AOFCA) Role Performance Standard (RPS) and is ready in all respects to proceed to Phase 2 Training.

b. A pass at the YO FLEX and completion of the Task book are pre-requisites for progression to the Board.

c. Young Officers (YOs) are to attend Fleet Board at a point no more than two years from date of entry to officer training. Where, due to exceptional circumstances, a YO needs more time, the Unit CO is to submit an application to COMMARRES for an extension, giving details of the circumstances and timescale for eventual completion. At this point the individual is to be placed on Warning for discharge. Should they fail to pass the Board within the following 12 months, the facts are to be presented to COMMARRES who will either confirm discharge or, where there is clear evidence of mitigating circumstances, authorise a further extension.

d. The Fleet Board is a pass/fail examination. Each candidate may have two attempts to pass the Board. At the first Board the Board President will advise the YO verbally of their success/failure to achieve the required standard.

[54] https://modgovuk.sharepoint.com/teams/56020/AOPDiv/Forms/AllItems.aspx

e. In the event of failure at the first Board, the Board President must recommend the following:

Re-attend a Future Board. The President must recommend a reasonable timescale in which the candidate may re-attend, based on the severity of the failure and other mitigating circumstances, but no more than 12 months. The candidate will be placed on a Tier 3 INT Character and Leadership Warning by their Unit Commanding Officer and will be closely monitored and mentored by their assigned Unit and RNR INT Staff until attendance at a future Fleet Board.

f. In the event of failure at a second Board, the Board President must recommend the following:

Failure with Recommendation to be Removed from Training. Any YO failing Fleet Board with a recommendation to be removed from the Active List will be subject to discharge in accordance with BRd 3(2) and the RNR INT(O) Trainee Assessment and Failure Policy. Commissions will be automatically terminated on Discharge. Individuals promoted to the Officer Corps through the UY scheme who have failed to make satisfactory progress and are therefore recommended to be compulsorily withdrawn from training may, as an alternative to leaving the RNR, request to revert to their former rate. Application for reversion is subject to approval by COMMARRES and the WFPM RES SO2 (i.e. it cannot be guaranteed).

101100. RMR Young Officer Training

a. **Phase 1 YO Training.** Phase 1 Training will be undertaken during a 12-month period and will consist of a modular 4-week syllabus. Phase 1 Training will be delivered by RM Initial Officer Training (IOT) and the RMR YO will be fully integrated into the RM YO Batch. It will consist of the following modules:

(1) **Orders and Estimate.** One-week module on the YO Tactics 1 package.

(2) **Section Level Final Training Exercise (FTX).** One-week section level FTX conducted with the YO Batch.

(3) **Troop Estimate and Orders.** One-week module on the YO Tactics 3 package.

(4) **Troop Level FTX.** One-week troop level FTX with the YO Batch.

b. **Phase 1A YO Training.** Phase 1A Training will be undertaken during the subsequent 12-month period and again consist of a four-week modular syllabus. Phase 1A Training will be delivered through a combination of RMIOT, Command Training Week (CTW) and in-Unit training. It will consist of:

(1) **WADER Package.** One-week module conducted with the YO Batch.

(2) **Tactical Exercise Without Troops (TEWT).** One-week module conducted with the YO Batch.

(3) **Regimental Duties.** One-week module covering Defence Writing, JPA, SJARs, Bde Structures, etc.

(4) **Troop Commander Training.** One-week module leading a RM or RMR Recruit Troop on their final exercise.

c. **Part 2 Training.** The second part of RMR Young Officer training is conducted in Unit and focuses on the broader, non-tactical development (leadership/management, military skills/knowledge, communication skills, ceremonial and social) of the Young Officer. In signing the Training Log, the CO is confirming that the Young Officer is ready in all respects to be an RMR Lt which marks the end of 'Young Officer' training.

d. **Record of Training.** A Training Log (see Annex 101E) is to be raised for each candidate and used to record elements of YO training as they are completed.

101101. RMR Senior Corps Commission Training

Officers commissioned by Senior Corps Commission will be required to attend a minimum of 2 weeks of the regular RM Senior Corps Commission Officer course as specified by the RM BM as being the most relevant for Command and G1 training. They will be required to undergo Part 2 of Officer Training but may be granted exemption from specific parts by their Commanding Officer, depending on their previous experience.

SECTION 13

MARITIME RESERVES SPECIALISATIONS

101102. MR Specialisations

MR Specialisations are established to identify, manage and deliver the training and development requirements of the MR workforce to retain, prepare and generate in order to meet current and future operational and MR Unit activity. Some Specialisations require a formalised selection process details of which are contained in this Section.

101103. Maritime Reserves Intelligence Specialisation (MRIS)

HMS FERRET is home to the Maritime Reserves Intelligence Specialisation. The specialisation recruits individuals to undertake training and subsequent employment by the Royal Navy within the Defence Intelligence Community.

101104. MRIS Recruitment Process

The recruitment process consists of an initial interview, exam and presentation, undertaken virtually and successful candidates will be invited to a one-day assessment at the Defence Intelligence Training Group (DITG), Chicksands. Detailed guidance for applicants, including the essential criteria and application process are contained in Annex 101J.

101105. MRIS Eligible Ranks and Rates

a. RN/RNR and RM/RMR Rates may apply from OR2 to OR9. However, to maintain the structure of HMS FERRET and meet manning requirements applications are primarily sought from OR7, OR6 and OR4.

b. Officers may apply up to the rank of Lieutenant Commander (RN/RNR) or Major (RM/RMR).

c. Only applicants meeting the criteria below will be advanced to the assessment phase. The criteria are:

(1) A minimum of 5 years' experience working in an intelligence environment, *or*

(2) Where the recruitment panel recommends to the CO of HMS FERRET that an individual has specific skills and experience that must be retained, and the CO accepts this recommendation.[55]

(3) Applicants who feel they match this description must state their justification on the application form (see Annex 101J, section 6), which will be considered by the sifting panel in relation to the Unit's manning requirements.

d. Ranks wishing to join HMS FERRET from the Regular RM require approval of the EWO HMS FERRET and the WO1 CI Spec Advisor prior to loading onto an assessment.

[55] The CO may delegate this authority as necessary.

101106. MRIS Essential Criteria for Application

In order to apply, candidates must meet the following criteria:

a. Applicants must be current serving members of the armed forces (Regular or Reserve). All regular service personnel wishing to transfer to the MRIS must have engaged in the Project Firefly transfer process and are subject to the same application, sift and selection processes as their reserve counterparts.

b. Applicants must have successfully completed all aspects of Phase 1 and 2 training (RNR), Commando Training (RMR) or the equivalent in other services.

c. Applicants must be in date for their fitness test in accordance with the relevant policy of their service/branch (regular or reserve).

d. Applicants must not have any outstanding disciplinary or performance issues arising from military service.

e. Applicants are normally expected to be able to give a minimum of 2 years return of service to HMS FERRET before their TX date and applicants should be aware that the normal retirement age from the RNR is 55. Applicants with less than 2 years of return of service will only be considered if they meet the specific criteria in para 101105. The applicant should state their justification on the application form (Annex 101J, section 6), which will be considered by the sifting panel in relation to the Unit's manning requirements.

f. HMS FERRET provides essential operational support and augmentation for the RN. There is a constant requirement to support mobilisations and candidates must be satisfied that their current personal and employment circumstances would permit them to do this.

g. A willingness to undergo Developed Vetting (DV) and enhanced security vetting is mandatory for the MRIS specialisation. Details of a DV requirements and restrictions are available on the UK Government Website. Candidates who do not meet nationality requirements to obtain a DV and enhanced vetting, or who are not prepared to undergo what can be an intrusive process should not apply. Those personnel who attempt but are unable to achieve the required level of vetting will be returned to their previous unit or specialisation.

h. HMS FERRET does not undertake phase 1 or 2 training. HMS FERRET personnel who are successful at the AIB are transferred to a local unit for junior officer training. After successfully passing Phase 2, they may reapply to join HMS FERRET, subject to the process set out in this section. **However, there is no guarantee that personnel can return to HMS FERRET and this is subject to the needs of RNR manning**. As this is the case, applications from personnel who have recently taken, or intend to take, the AIB and who plan to undertake officer training will be automatically sifted out.

101107. MRIS Application Process

All applicants are to forward the following items electronically to the HMS FERRET Recruitment email address:

a. A completed application form, including photograph (see Annex 101J section 7).

b. The candidates current CV:

(1) The CV should include complete and accurate details of all employment, both military and civilian. Any breaks in employment should be documented.

(2) Candidates must declare all previous employment or experience in the military or intelligence fields, including Regular Service or civilian employment.

(3) The CV is an opportunity for candidates to highlight examples (roles held or qualifications gained) which demonstrate they possess the Core Competencies contained in the HMS FERRET Recruit Assessment Framework (see 'Application Process' – Step 5).

(4) The CV is also an opportunity for applicants to highlight any achievements, awards or commendations that they wish to be considered.

(5) Candidates should be aware that their CV will be considered by a panel who may have differing service, technical and educational backgrounds. A CV should be clear, accurate and unambiguous. The use of obscure acronyms, technical references or jargon should be avoided and could count against an applicant.

(6) Written communication skills (accuracy, brevity and clarity) are a particular requirement in Intelligence, and the CV is an opportunity to demonstrate these in itself.

c. A copy of their last SJAR / OJAR or Phase 1 Training Report.

d. Formal approval of application by their unit (see Annex 101J, section 9).

e. CI Specialisation Advisor approval letter (Ex RM CI only).

101108. Cyber Specialisation

The Cyber Reservists (CyRes) provide specialist Cyber support to Defence, allowing UK Strategic Command (StratCom) and the Single Services (sSs) to benefit from the high-end cyber expertise that CyRes have gained in their civilian careers. Regular personnel rarely have the opportunity to spend years developing highly specialised Cyber skills, so having the opportunity to work alongside CyRes can be hugely beneficial in upskilling the regular component. The MR Cyber Specialisation deploys individuals and small teams in support of operations and exercises both ashore and afloat[56], providing both offensive and defensive Cyber skillsets. The CO of the Maritime C5ISR Support Unit (MCSU) articulated the RN's requirement for Cyber skills in 2021[57] which is considered still relevant.

101109. Cyber Organisation

a. The MR Cyber Specialisation is led and managed by SO1 Cyber, assisted by SO2 Cyber. It is administered on a day-to-day basis by the FTRS Maritime Cyber Unit (Reserve) (MCU(R)) SO3 Ops and FTRS MCU(R) Co-ord, overseen by the PTVR MCU(R) OC. MCU(R) is co-located with MCSU at Portsdown Technology Park, Portsmouth. The FTRS team manage the outputs of MCU(R) as well as co-ordinating pan-unit aspects of the MR Cyber Specialisation, including MR Cyber Specialisation personnel appointed to UK StratCom CyRes units in Corsham and Cheltenham.

b. Further detail on the organisation of the MR Cyber Specialisation can be found at Annex 101K.

101110. Cyber Employment

a. MR CyRes are employed under specialised Terms and Conditions of Service (TCOS) as detailed in Annex 101L and managed under the Unified Career Management. As such all ORs joining the Cyber Reserve (ex-Regular, Trained Strength PTVR and Direct Entry) transfer to the bespoke TCOS. These include time-based advancement subject to recommendation (based on merit) and good conduct, with no requirement to attend leadership courses. MR CyRes are not required to conduct the RNPES[58] or RMFT as applicable.

b. MR Cyber Officers are not currently part of the CyRes[59] and as such are subject to standard RNR or RMR Officer TCOS as applicable.

c. Some MR CyRes are required to undertake training in core RN skills such as the Embarked Forces Sea Survival Course (EFSSC), and all OR7s and above are required to attend Divisional Officers' (DO's) course in order to undertake their role[60]. Such training is arranged by unit staff and funded by CMR HQ / UK StratCom as applicable.

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[56] Deployment of MR CyRes is subject to the same medical, physical and Theatre Entry requirements as other MR personnel.
[57] Maritime Cyber Reserve – Contemporary and Future Requirement dated May 21. https://modgovuk.sharepoint.com/:w:/r/teams/55975/CMRTMs/05%20-%20Archived/2021/20210514_Maritime%20Cyber%20Reserve%20%E2%80%93%20Contemporary%20and%20Future%20Requirement_O.docx?d=w0b8b794cd25e4bc9a659c41913df3161&csf=1&web=1&e=dAO9eA
[58] CyRes deployed onboard ships will be required to conduct RN PES. Operational waivers could be requested, but would need to be considered on a case-by-case basis with the CO of the unit holding the risk.
[59] This may change if UCM CR evolves to include Officers.
[60] These training requirements are tagged to PIDs, and individuals only allocated to courses when assigned to a tagged PID.

d. The bespoke MR Cyber Specialisation TCOS are laid out at Annex 101K.

101111. Cyber Recruitment

CyRes personnel are recruited by UK StratCom based on their specialist Cyber skills, with their suitability for employment assessed by the Joint Cyber Reserve Selection Board (JCRSB). Direct entrant CyRes applicants who have been successful at JCRSB and who opt to join the MR are processed in accordance with Recruiting Instruction 53/21[61].

a. Ex-Regular RN or RM ORs, and trained strength ab-initio MRs, may apply to join the MR Cyber Specialisation on successful completion of the JCRSB.

b. A direct entry route into the MR Cyber Specialisation as an ab-Initio Officer, or as a RMR, does not exist.

c. Further detail on the recruitment of MR CyRes, including the process for internal applicants can be found at Annex 101K.

101112. Training Branch (Acting Leading Hand) Scheme

The recruitment, entry criteria and TACOS are in Annex 101R.

[61] Recruiting Instruction 53/21 Processing of RNR & RMR Cyber Reserve Candidates dated Dec 21. https://modgovuk.sharepoint.com/:w:/r/sites/defnet/Navy/_layouts/15/Doc.aspx?sourcedoc=%7B2B470CE9-789E-4285-BC03-0E57CADD7D29%7D&file=RI53_21.docx&action=default&mobileredirect=true

SECTION 14

MARITIME RESERVES MEDICAL ADMINISTRATION

101113. Reserves Medical Policy

The entitlement of Reservists to welfare support and medical care is described in JSP 770 Tri-Service Operational and Non-Operational Welfare Policy. In addition, see Naval policy on provision of medical support to members of the Reserves, at Para 2809, JSP 950 Leaflet 1-3-6 (Reserves in the Future 2020: Healthcare Provision for Reserve Forces Personnel) and, for those mobilised, JSP 753 (Tri Service Regulations for the Mobilisation of Reserves).

101114. Medical Standards for Reserve Personnel

a. Entry medicals and career standards of all RNR, RMR and Sponsored Reserve (SR) personnel are the same as the RN and RM and are contained in BRd 1750A (Handbook of Naval Medical Standards) and JSP 950 Volume 6, Chapter 7 (Medical Employment Standards Policy).

b. Reservists are required to be medically and physically fit to undergo training in accordance with the standards laid down in BRd 1750A. Reservists are responsible for ensuring they remain in date for medical examinations and report any changes in their health, significant injuries or the development of long-term medical conditions that may affect their ability to undergo training or mobilisation to the Maritime Reserves Medical Office (MRMO).

101115. Role of the Maritime Reserves Medical Office (MRMO)

The MRMO is an administrative office and does not have the facilities to carry out any clinical requirements. All clinical actions need to be processed through military medical centres or the regional reserve medical teams. Those teams provide guidance and assistance to Reserve Units. DPHC facilities and MR HQ provide advice and guidance in relation to processes and policy.

a. The instructions for medical administration are contained in BRd 1991 and BRd 1750. Additionally, JSP 950 applies to all Reservists.

b. **Establishment of Medical Documentation**. The MRMO will initiate a DMICP account and manually transfer all relevant information from the contract entry service into the individual's medical records as well as completing the required templates. DMICP accounts are not to be established for personnel who have been declared Permanently Medically Unfit for Service (PMUS). For personnel re-joining the Reserves the MRMO will reactivate the previous service account and upload the required documentation if completed.

c. **Electronic Records.** All Reservists have electronic records held on DMICP. This system is managed and maintained by the MRMO, thus ensuring an accurate and full audit trail. Any information received or communicated pertaining to the individual's medical condition is recorded on DMICP. For personnel who joined pre-2014, their FMED 4 (hard copy of medical records) has now been summarised and archived. The documentation management requirements are laid down in BRd 1991.

d. **Sponsored Reserves – Custody of Medical Documents.** Sponsored Reserves' medical documents will be maintained by an appropriate medical authority as arranged by their Operational Tasking Authority (OTA), dependent upon the location of employment. Advice can be sought from SO3 Med Op Cap.

e. **MRMO Contact Details**

MRMO
HMS KING ALFRED
Semaphore Tower
HMNB Portsmouth
PORTSMOUTH
Hants
PO1 3LT

Email: navymr-hqmedicalmailbox@mod.gov.uk
Skype: 0300 1537869 or 0300 1623287

101116. Medical Examinations

a. **Entry Medical Examinations.** Entry medical examinations are only to be conducted by Contracted Medical Examiners (MEs) via Armed Forces Careers Offices (AFCOs).

b. **Re-Entry Medical Examinations.** Personnel with former Regular Service may be exempt from the full entry medical requirements provided they were 'Recommended for Further Naval Service' and their PULHHEEMS profile at their termination medical meets the specific requirements of their prospective specialisation. A further medical will be required, however, if there have been any changes in their medical status since leaving the Service, or if 24 months have elapsed since leaving.

c. Sponsored Reserves (SRs) are subject to the standards and routine medical examination requirements of BRd 1750A, unless they are given a specific exemption by NCHQ Navy Healthcare Division and will be expected to maintain a reasonable level of personal fitness.

101117. Entitlement to Care

Reservists are only entitled to occupational health care from the military. Their primary health care remains with their General Practitioner (GP) unless they are on FTRS Full Commitment (FC), then their primary health care will be managed by the military. Occupational Health (OC) assessments serve to inform the CoC of a service person's (SP) health and deployability, and protect those who are injured by identifying what they can and cannot do. Below is further clarification of what Reservists are entitled to receive:

a. **Routine Medical Examinations.** PULHHEEMS remain a requirement for Reservists who are not in Permanent Service or undertaking FTRS (FC). These are to be conducted every 5 years from the date of joining until the Reservist leaves the service. These medicals are conducted by Defence Primary Healthcare (DPHC) in accordance with current general and clinical governance requirements.

b. **Occupational Health Medical Examinations.** These are to be carried out as and when required by Command and include service aircrew medicals, mobilisation/demobilisation medicals, HGV and Special Forces medicals etc.

c. **Joint Medical Employment Standards (JMES) Reviews.** These are carried out when issues are identified to ensure command/units are aware of the employability and deployability of their personnel. Those who are awarded permanent JMES MND will be processed to NSMBOS.

d. **Vaccinations.** Reservists are not entitled to receive any vaccinations from the military unless they are to be mobilised and have received a mobilisation order or are deploying on exercise abroad and a Force Health Protection Information (FHPI) document has been issued detailing the medical requirements. All Reservists are to maintain a minimum level of immunisation for operations to ensure the process is easier when activated. Reservists are required to provide a copy of their vaccination history to the MRMO to upload into their records and to provide any updates when required.

e. **Rehabilitation.** Reservists are entitled to rehabilitation if they have been injured whilst on duty. An accident form (NSAR) should be raised, and a copy held within their medical records. An individual can self-refer to the rehabilitation team or they can be referred by a DPHC Medical Officer (MO).

f. **Mental Health.** Personnel can be referred to the Defence Mental Health Care (DMHC) teams if their condition is attributable to their service. This referral can be carried out whilst in service via DPHC MO or their GP can refer them directly to Colchester DMCH if the individual has left the service.

g. **Audiogram.** Personnel are required to undertake this investigation every two years in accordance with the hearing conservation programme. The test is carried out at any DPHC facility. Depending on the results further tests may need to be completed or a referral to an MO carried out.

h. **Dental Care.** Reservists are not entitled to any dental care unless they are mobilising abroad, then they are allowed to undertake a dental assessment. If mobilised in the UK, they are not entitled to dental care. If injured whilst training, then personnel are entitled to emergency care only and should return to their NHS dentist or private dentist to complete the treatment via NHS services or at their own expense. However, if the injury is attributable to their service, they may be able to reclaim the cost of treatment. They will only be reimbursed for equivalent treatment carried out by the NHS e.g., dentures, removal of teeth. Work such as dental implants will not be reimbursed. The level of reimbursement must be agreed with the MRMO before any work is undertaken and an accident form must have been raised.

i. If entitled, dental assessment/examinations are conducted by DPHC in accordance with current general and clinical governance requirements.

101118. Long Term Medical Conditions

Some long-term or life-altering medical conditions mean that personnel may require a more permanent medical downgrade. Therefore, in accordance with policy, these individuals may be referred to Occupational Health departments or the Naval Service Medical Board of Survey (NSMBOS) for this process to be completed. These processes can be completed by the DPHC facility that is managing the temporarily downgraded individual or by the MRMO. If the medical condition is of a permanent nature, the Reservist will be forwarded to NSMBOS and subsequent Employability Board for potential Discharge.

101119. Treatment in Civilian Hospital/Clinic

When a Reservist is treated in a civilian hospital, the individual is to inform the MRMO, and request that a medical report outlining their diagnosis, treatment and prognosis is forwarded to the MRMO to input into the Defence Medical Information Capability Programme (DMICP) and, where necessary, initiate any military medical follow-up.

101120. Self-Declaration

a. Monitoring and assessment of the medical fitness state of the Reserve Forces relies primarily on individual's self-certification of their status. If a Reservist is unable to attend training through illness or injury, they are to report this to their Unit and the MRMO. No clinical information needs to be provided to the unit if the individual does not wish to divulge this information. However, the unit or the MRMO need to be made aware that there is an issue, and that it is being managed. The MRMO will require this information to allow it to be recorded in the electronic Medical Records and where necessary, initiate any military medical follow-up.

b. Prior to undertaking any reserve activity, if not included as part of the joining instructions, the policy detailed in JSP 950 Leaflet 1-2-12 (Assessment of Medical Suitability to Attend Courses and Training) and the specific MR process contained in Annex 101L is to be followed. Not all courses will require this information.

101121. Fitness for Training - Illness after Self-Certification

Personnel who suffer injury or illness after self-certification, but prior to commencement of training, are to report the details to the MRMO who will interview the individual and refer them for medical review if necessary. When sickness causes non-attendance at authorised Operational Capability Output and alternative training has not proved possible, documentary evidence of the circumstances – e.g., a medical certificate – must be provided by the individual. Medical records will be updated to record that an individual has been deemed unfit for training, their CO informed and their electronic medical records updated to reflect the facts. Personnel found to be unfit on joining for training will be returned to their parent unit. The circumstances of their RTU are to be reported by their Reserve Unit to the MRMO.

101122. Mobilisation/Demobilisation Actions

a. Medical administration and consequent actions are carried out to ensure Reservists are operationally deployable. On activation, the MRMO will contact the individual concerned to support and advise on the requirements for their deployment, and how to get these actioned.

b. On mobilisation, an FMed 965 (Operational Medical Record) will be raised by the DPHC MF conducting the mobilisation medical or the MRMO. The FMed 965 includes a summary of an individual's medical history, allergies, blood group and record of vaccinations.

101123. MR Medical History on the Defence Medical Information Capability Programme (DMICP)

a. Medical information pertaining to Reservists is held by the Medical Reserves Medical Office (MRMO) on the DMICP system. Up-to-date medical records which correctly reflect an individual's medical status are vital to:

(1) ensure that only the correct and necessary treatment is administered through DPHC;

(2) provide a more comprehensive and robust understanding of the medical status of the individual which impacts on operational capability and

(3) provide correct information for use when an individual is conducting reserve activity; this will help to assess whether an individual can, or cannot, undertake the activity and may reduce the risk of an individual being unnecessarily stopped from participating in the event.

b. **Requirement.** The following medical related information must be stored on DMICP for Maritime Reserves (MR) personnel:

(1) NHS number.

(2) Blood Group (required for ID tags).

(3) Vaccination history.

(4) Audiogram test[62].

(5) Any on-going medical conditions.

On joining the MR, individuals will provide a significant amount of personal information to the Armed Forces Careers Office (AFCO), including some medical details. Upon receipt in the MRMO this information is transferred to the DMICP. There will be some instances where some of this information is missing. For example, where a reservist joined prior to 2006 (before JPA and DMICP) and their information hasn't been transferred from the paper FMED4 record, or where the record has been lost or misplaced. The full details of the baseline medical information required for Reservists, and how to obtain it if it is missing, is outlined in Annex 101M.

c. **Individual Reservist's Actions**. Reservists should ensure that their medical related data is correct within JPA. Some medical related data can additionally be viewed in the MyNavy app in the "Healthcare" section.

d. **Unit Actions.** Unit permanent staff are to review their personnel's medical data and to work methodically through their list of personnel to update and correct the information held by the MRMO. This is an on-going process; to that end the work is to be conducted in the following order of priority:

(1) Deploying personnel.

(2) Personnel due to conduct MR activity overseas.

(3) New entry personnel.

(4) Ship's Company.

Unit permanent staff can interrogate JPA to review the status of audiogram tests, where there is no record of NHS Number and to check for out of date JMES for their personnel. Such searches should be run monthly. Annex 101N contains a detailed guide on how the searches are to be run.

e. **MRMO Actions**. The MRMO will run searches on a quarterly basis to check the status of other medical related information e.g. vaccination history. The MRMO will then contact the relevant unit requesting they contact the individuals concerned to carry out the required action(s). The quarterly searches will additionally be used to provide statistical information to CMR HQ.

101124. Notification of a Casualty (NOTICAS) Process for the Maritime Reserves

A NOTICAS for a member of the MR is **ONLY** to be raised when the Service Person (SP) is taken seriously ill, hospitalised or dies when:

a. mobilised into permanent service;

[62] To be undertaken every 2 years in accordance with BR1750A Chap 7 0708.c.

b. in Full Time Reserve Service (FTRS) (FC, LC, HC), or

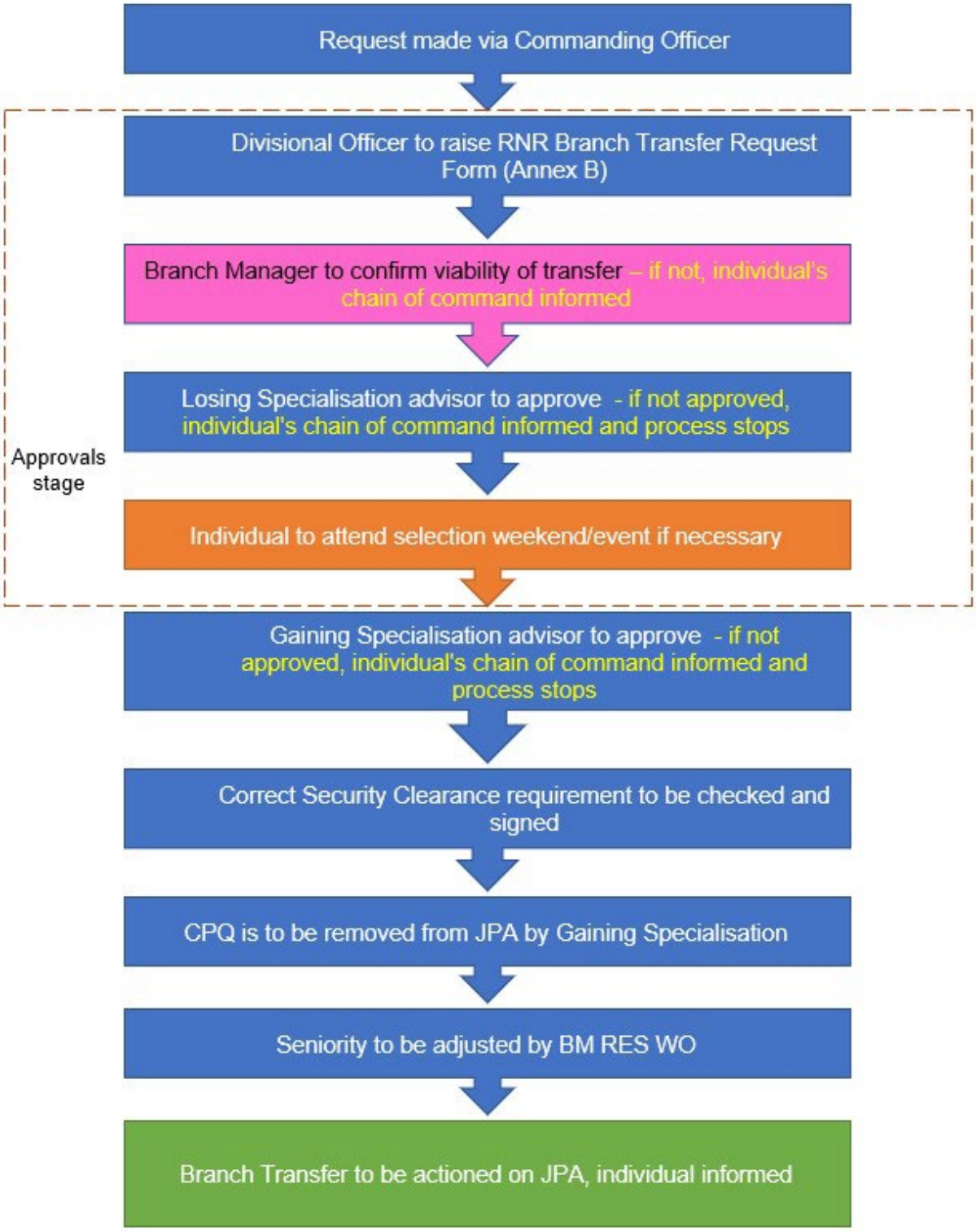
c. on duty as a Part Time Volunteer Reservist (PTVR) whether on Additional Duty Commitment (ADC) or on paid or unpaid Reservist Service Days (RSD).

d. Further details can be found at Annex 101O and its associated Appendices.

ANNEX 101A

ROYAL NAVAL RESERVE BRANCH TRANSFER

Figure 101A - RNR Branch Transfer Flowchart



RNR BRANCH TRANSFER FORM

RNR BRANCH TRANSFER FORM (FORMS)

ANNEX 101B

MARITIME RESERVES LEAVE WELL POLICY

1. Applicability

a. The MR Leave Well Policy applies to all MR personnel on Lists 1,2,3,4 and 5, and supplements the policy in Chapter 55.

b. Where there is less than 12 months to the TX date, the Leave Well process in this Annex is to be condensed and completed within the available time prior to TX.

2. Categories of Leavers

The Leave Well process applies in all situations where MR personnel routinely leave the Service:

a. **TX date.** The TX date is a PTVRs final date in the MR. Personnel also serving on FTRS/ADC are to note that the end date of their Commitment may not align with their MR TX date. In the event that the MR TX date is earlier than the Commitment end date, personnel are to contact NAVY PEOPLE-CM RES FTRS WO1.

b. **Voluntarily Outflow.** PTVRs wishing to leave the Service earlier than the end of their Commission or Engagement are to inform their CO in writing, giving a minimum of 3 months' notice.

c. **Discharge to join other Armed Forces.** Personnel who are transferring to the Regular Services or other Reserve Forces must be discharged from the MR in order to enter another Armed Force using the process in Part 4 of this BR.

d. **Discharge or Compulsory Removal of the Active List (CRFAL).** COs have the authority to Discharge a Rating/OR in certain circumstances[1]. CO's are to submit their recommendations for CRFAL and, where appropriate Termination of Commission, to CMR HQ[2].

3. The MR Leave Well Process. RNR UOOs and RMR AOs are responsible to their CoC for ensuring all personnel in their Unit leave well. The responsibilities and actions of those involved in the leave well process are detailed below and also available in a downloadable format on Defence Connect[3] for Units to update locally.

a. **Service Leaver:**

(1) **12 months prior to TX:**

(a) Download and complete the MR Service Leaver's guide[4].

b) Advise your DO/1RO, Unit and Specialisation of your TX date.

[1] BRd 3(2) para 0222.
[2] BRd 3(2) para 0213.
[3] https://jive.defencegateway.mod.uk/docs/DOC-1191495
[4] https://jive.defencegateway.mod.uk/docs/DOC-1191496

(2) **9 months prior to TX:**

(a) Engage with your DO/1RO and Unit to request EoS, if entitled and applicable. This is to be submitted no later than 6 months prior to TX date. See paras 10110 and 10155.

(b) If serving on FTRS/ADC, liaise with your employer to inform them of your TX. The FTRS employer is not responsible for the MR leave well process, however, they may need to contribute to Valedictory Certificate citation.

(3) **6 months prior to TX:** Review MR Service Leaver's guide to ensure all activity will be complete prior to TX date.

(4) **3 months prior to TX:** Review MR Service Leaver's guide to ensure all activity will be complete prior to TX date.

(5) **1 month prior to TX:**

(a) Submit final pay claim.

(b) Attend exit interview with CO.

(c) Return MOD90, MODNet Laptop, and any other kit and/or equipment to your Unit.

b. **Divisional Officer (DO) (RNR)/1st Reporting Officer (RMR)/List Manager[5]:**

(1) **9 months prior to TX:** Initiate EOS if applicable and if requested by the Service Leaver. See paras 10110 and 10155.

(2) **6 months prior to TX:**

(a) Apply for Valedictory Certificate and/or LSRA via UOO/USM/AO.

(b) Signpost the Service Leaver to available support, including MH services, Pension societies, veteran's associations etc, as applicable.

(3) **3 months prior to TX:**

(a) Initiate and write final appraisal.

(b) Conduct Exit Interview using Appendix 1 and report to the Unit CoC using Appendix 2.

(c) Ensure a Leaving Call and Exit Interview has been arranged between the Service Leaver and CO.

[5] SO1 List Manager is responsible to ensure the Leave Well process for unassigned OF4s and WO1s is correctly undertaken, liaising with Command and Units as appropriate.
[5] RSUs can provide assistance on determining length of service.

(d) Ensure a Leaving Call has been arranged between the Service Leaver and Specialisation SO1, if applicable.

c. **RNR UOO/RMR AO:**

(1) **Monthly:** Review the Service Leavers report from SCIO/JPA to ensure the Leave Well process is initiated for all eligible personnel.

(2) **9 months prior to TX:** Ensure that the EoS application for all eligible personnel, where applicable, is submitted no later than 6 months prior to the TX date.

(3) **3 months prior to TX:** Ensure 2iC Leaver's Lunch organised (only if paying Corps subscriptions). **RMR Officers ONLY.**

d. **RPM/USM/RMR AO:**

(1) **Monthly:**

(a) Run the Unit Service Leavers report from SCIO/JPA and present to the UOO/AO to ensure the Leave Well process is initiated for all eligible personnel.

(b) Update the Unit Leave Well spreadsheet to show PTVRs in their Unit who are leaving the MR within 12 months, and report this to their Command Chain.

(2) **12 months prior to TX:**
Check the status and entitlement to any Honours and Awards, including Long Service Awards (VRSM and Clasps), Good Conduct Badges (GCB) and Long Service Recognition Award (LRSA)[6]. Submit a request for any that are due/overdue.

(3) **6 months prior to TX:**

(a) Ensure that the Leave Well process has been initiated and that the DO/1RO, Command and Res CM are aware of the TX date for all Service Leavers.

(b) Engage with NAVY PEOPLE-CM RES FTRS WO1 and NAVY PEOPLE-CM RES CPO to ensure that the MR TX date for personnel on FTRS/ADC is not before the FTRS/ADC end date. **FTRS/ADC personnel only.**

[6] The LSRA is open to all ranks and rates, regular and reservist personnel with Qualifying service set at a minimum of 40 years. Further details can be found in the latest RNTM.

(4) **3 months prior to TX:**

(a) Remind the Service Leaver to apply for their pension via JPA using Pension Form 01, if applicable.

(b) Provide the latest RN's Service Leaver Events information to the Service Leaver.

(c) Ensure the Mess President has arranged the Leavers Top Table. **RMR SNCOs only if paying Corps subscriptions.**

(5) **1 month prior to TX:**

(a) Ensure that the Unit Leaving Routine is completed prior to TX date, including the return of all service issued items (uniform, Articles in Use (AinU)), MODNet laptop etc.

(b) Ensure the Service Leaver's MOD90 is received by the Unit by the TX date[7].

(c) Submit Termination Form[8] to NAVY PEOPLE-CM RES CPO.

(6) **On TX date:**

(a) Request closure of Service Leaver's MODNet and Defence Gateway account.

(b) Update all Unit distribution lists.

e. **CO:**

1 month prior to TX:

(a) Conduct a Leaving Call with the Service Leaver.

(b) Present any Honours and Awards, if applicable.

(c) Submit feedback obtained during Exit Interviews to CMR HQ RSM / SWO on the quarterly ASSESSREP (no personal identifiable information is to be included).

f. **Specialisation SO1:**

(1) On request from the DO, provide supporting evidence, as applicable, for the Service Leaver's EOS request and Valedictory Certificate citation.

(2) **1 month prior to TX:** Conduct a Leaving Call with the Service Leaver.

[7] AOs in Unit can also be a point of contact for the receipt or collection of MOD 90.
[8] https://modgovuk.sharepoint.com/teams/61290

g. **Res CM:** The MR Career Manager will undertake all JPA termination actions for personnel on the GTS.

4. Personnel serving on FTRS/ADC.

a. The FTRS/ADC employer of MR personnel is not responsible for the Leave Well process for personnel leaving the MR. However, they may be requested to provide input to the Service Leaver's Valedictory Certificate citation.

b. MR personnel undertaking FTRS/ADC are to ensure that their TX from the MR does not impact any concurrent FTRS/ADC employment. Where MR TX date and FTRS/ADC contract end dates do not align, the individual is to contact NAVY PEOPLE-CM RES FTRS WO1.

5. Personnel on List 4.

a. The CMR HQ List Manager is responsible for initiating the Leave Well process for all personnel that they manage on List 4.

b. Personnel moved on to List 4 to enable continued employment on FTRS/ADC are only to commence their Leave Well process iaw the process in this Annex.

APPENDIX 1 TO ANNEX 101B

EXIT INTERVIEW SCRIPT TEMPLATE

1. All of the following questions can be used during the Exit Interview to explore the reasons provided when an individual is leaving the Service. However, you may wish to add your own follow-up questions to obtain necessary information. Specified questions should be asked until you have enough information to rate the answer confidently.

a. **Reasons for Leaving.**

(1) What is your single main reason for leaving?

(2) How does this decision impact you and your family?

(3) What is it about this reason that prompted you to leave?

(4) Are there any other reasons why you decided to leave?

(5) When did you reach the tipping point between choosing to stay or go?

(6) What could have been done by the Service to change your decision to leave?

b. **Job Satisfaction.**

(1) Reflecting on your time in the Naval Service, can you think of any highlights or situations you will remember as very positive?

(2) Was there anything especially challenging or difficult?

(3) How would you describe the amount of variety in your work?

(4) How often were you mobilised during your time in the RNR?

(5) What would you suggest that might improve the training of future Reservists?

c. **Career Management/Training.**

(1) How do you feel about the supervision you received throughout your time in the Naval Service?

(2) What do you think of the training opportunities offered to you?

2. Are there any other comments you would like to make?

A post interview report found at Appendix 101B2 should be forwarded through the RNR Unit's Chain of Command (CoC) to the CO.

APPENDIX 2 TO ANNEX 101B

POST INTERVIEW REPORT

POST INTERVIEW REPORT (FORMS)

ANNEX 101C

ROYAL NAVAL RESERVE DECLARATION ON RE-ENGAGEMENT

ROYAL NAVAL RESERVE DECLARATION ON RE-ENGAGEMENT (FORMS)

ANNEX 101D

LONG-TERM NON-PARTICIPANT MANAGEMENT PROCESS

Figure 101D-1. LTNP Management Process – Ratings and Other Ranks

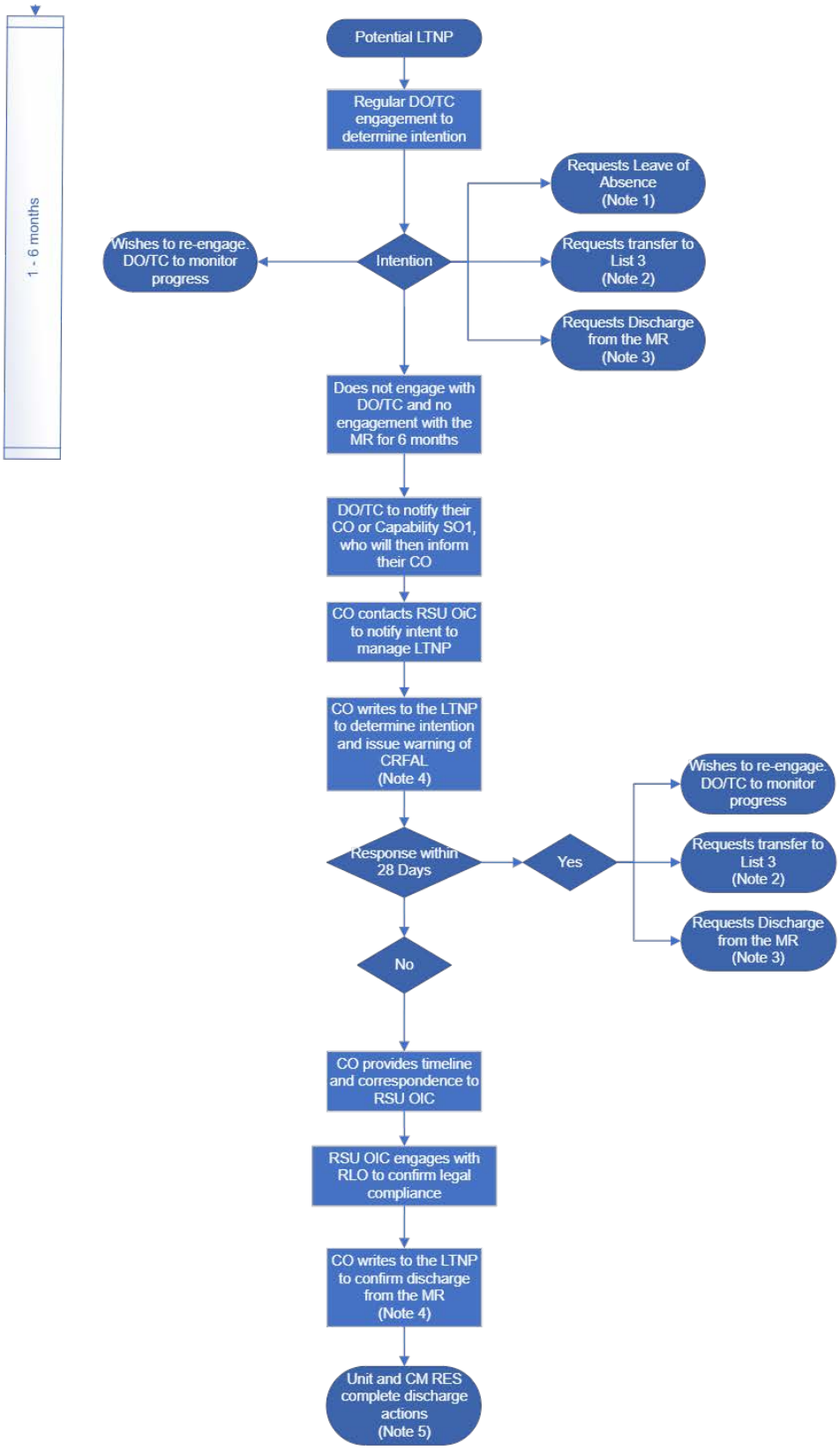
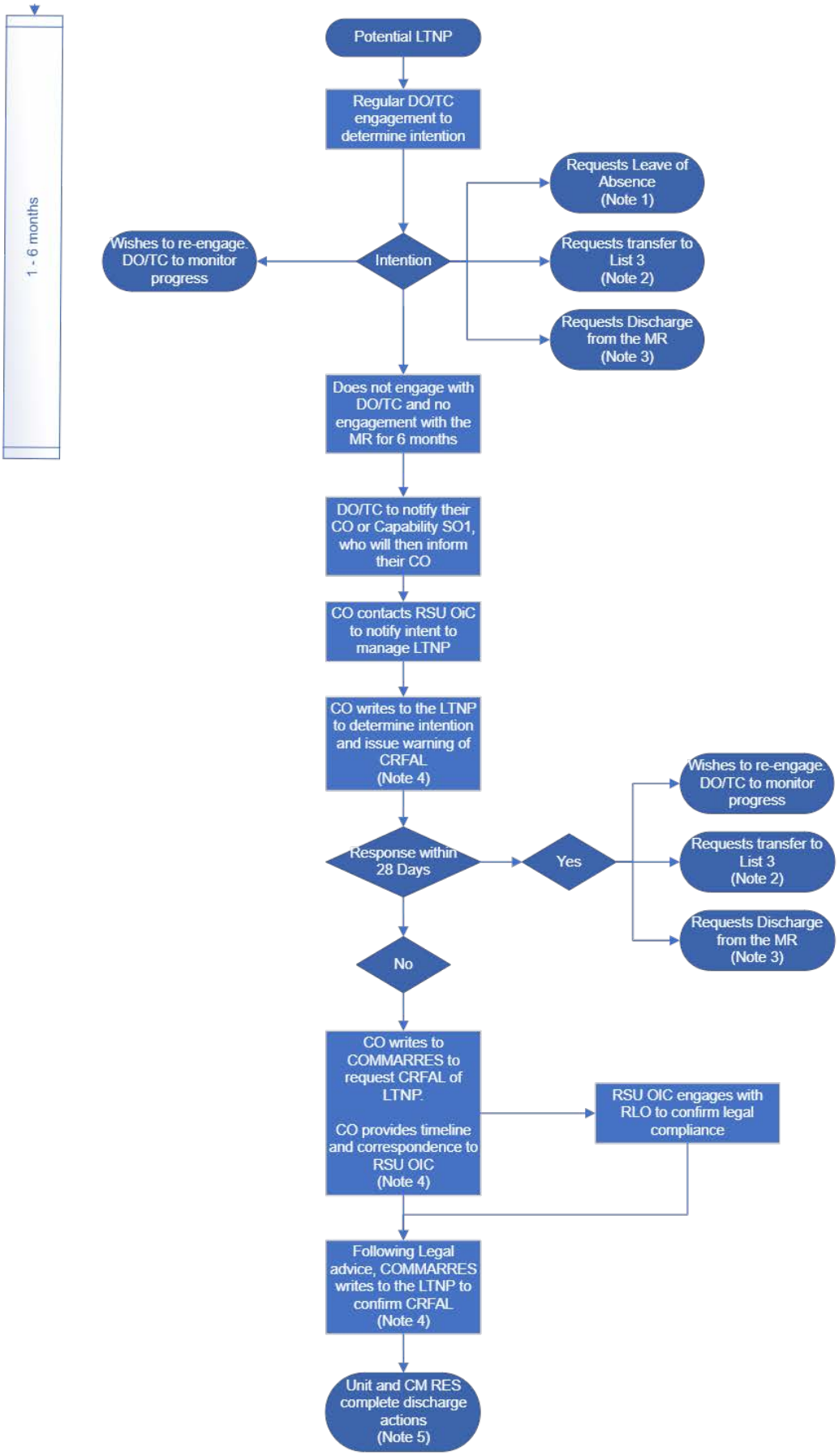


Figure 101D-2. LTNP Management Process – Officers



	Notes: *1. Leave of Absence (LoA) is to be requested in accordance with Para 10167. If the Reservist does not meet the eligibility criteria for LoA, they must request either transfer to List 3 or discharge from the MR, or elect to re-engage with the MR.* *2. Transfer to List 3 is to be requested in accordance with BRd 3(2) Para 0107[1]. If the Reservist does not meet the eligibility criteria for List Transfer, they must request either LoA or discharge from the MR, or elect to re-engage with the MR.* *3. Requests for Discharge from the MR are to be made in accordance with BRd 3(2) Para 0212 (Officers) and Para 0220 (Ratings).* *4. The templates for all letters are available on the CMR HQ SharePoint Site[2]. All correspondence is to be checked by the RSU OiC, who will engage with the Regional Legal Office as required. Letters are to be sent to LTNPs via Recorded Delivery, using the last known home address on JPA. An electronic copy of all correspondence is to be retained by the Unit, along with proof of postage.* *5. The Unit/Administering Unit is to confirm with NAVY PEOPLE-CM RES CPO that all JPA/discharge action is complete and that the LTNP has returned any items/kit/IT equipment/MOD-90 etc to the Unit within 28 days of the discharge letter.*

[1] http://web.apps.royalnavy.r.mil.uk/fpgo/BRd_0001_4999/BRd_0003/BRd_3_2/brd3_2.pdf
[2] https://modgovuk.sharepoint.com/teams/55961/CMRHGtemp/Forms/AllItems.aspx

ANNEX 101E

APPLICATION FOR APPOINTMENT TO A COMMISSION IN THE ROYAL MARINES RESERVE

APPLICATION FOR APPOINTMENT TO A COMMISSION IN THE ROYAL MARINES RESERVE (FORMS)

ANNEX 101F

CERTIFICATE OF EFFICIENCY (CoE) WAIVER BOARD TERMS OF REFERENCE

1. Preamble

a. Bounties are paid to entitled individuals who must be in receipt of a Certificate of Efficiency (CoE) upon meeting the minimum training, attendance and mandatory requirements for the Reserve Year. The policy and guidance for the award of CoE and Bounty is laid down in JSP 754 Chapter 3 Section 5 and is amplified by the issue of an annual CMRTM which further highlights additional Command requirements.

b. There are times, however, when a Reservist is unable to meet the minimum training, attendance and mandated requirements for the award of CoE and requests a waiver. To ensure parity, transparency of process and financial governance, a CoE/Bounty Waiver Board is convened to assess and judge all waiver applications.

c. The CoE Waiver Board for RNR waiver applications is to be chaired by SO1 Policy.

2. Primary Purpose

The primary purpose is to assess CoE/Bounty waivers and award CoE and/or bounty if appropriate and justified against the waiver criteria.

3. Authority

The CoE Waiver Board will act under the authority of CMR. The Board will consider OF5 applications and make a recommendation but the final decision on OF5 Waiver applications will be made by DACOS FP.

4. Accountability

The CoE/ Waiver Boards are accountable to CMR through its Chair.

5. Composition

a. The RNR CoE Waiver Board membership is as follows:

SO1 Pol - Chair
SO1 Training
SO1 RNR
RNR SWO
SO2 N1 MR - Secretary
MRMO CPO - Medical Adviser

b. The RMR CoE Waiver Board membership is:

SO1 Pol - Chair
SO1 Training
SO1 RMR
RSM
SO2 N1 MR – Secretary
MRMO CPO – Medical Adviser

c. CMR HQ SO2 N1 MR and MRMO CPO are both non-voting members.

6. Timings

The CoE Waiver Board is to convene in May of each year and the decision of the Board will be issued on completion. If a waiver request is upheld, the earliest payment of Bounty will be the June pay-run.

7. Waiver Criteria

The Waiver Board must be able to clearly justify the exceptional award of CoE/Bounty or why it is not awarded. Although the list below is not exhaustive, the CoE Wavier Board is to consider each waiver request against the following criteria:

a. Each waiver must be made by the Applicant through the Commanding Officer.

b. Each waiver applicant is to provide a valid and justifiable reason why they were unable to meet the mandated requirements for the award of the CoE.

c. Each waiver application must be endorsed by the CO or Branch HOD.

d. The waiver application must be received in CMRHQ no later than the date promulgated in the annual CMRTM for CoE and Bounty requirements.

e. All waiver applications must contain:

(1) The individual letter/email request to the CO or Branch HOD.

(2) A completed MR Certificate of Efficiency Form.

(3) The CO/Branch HOD's written recommendation detailing why the application is supported.

f. Each waiver application will also be considered against one or more of the following:

(1) Is the waiver request fair and reasonable?

(2) The overall attendance record of the individual.

(3) The number of RSDs undertaken for Operational Capability Output (OCO)/Support Activity (SA) during the year.

(4) Assignment into a Unit Management Position and the appropriateness to undertake Branch training.

(5) Support to wider defence.

(6) Medical illness or injury.

(7) Pregnancy.

(8) Overall contribution to the MRs in the Reserve Year.

8. Decision

The Waiver Board is to assess each waiver application and make the following determination:

a. Certificate of Efficiency and Bounty- Awarded/Not Awarded.

b. Certificate of Efficiency only – Awarded/Not Awarded.

c. IK – Insufficient Knowledge.

9. Administration

CMR HQ SO2 N1 MR will act as the Board Secretary and Adviser. Their role is to provide an initial briefing including any mandated requirements. The Waiver Board Secretary is to ensure an auditable system is in place to justify CoE and associated Bounty. The Secretary will seek additional advice on training and medical matters from a nominated SME who will remain present throughout the board. Each application is to contain the determination of the Waiver Board and be kept for audit purposes for 6 years.

10. Appeals

The final Arbiter for the award of CoE and/or Bounty through the CoE Waiver Board is DACOS MR FP; appeals from OF5s are to be arbitrated by COMMARRES. The Waiver Board Secretary is to remind the Applicant of the right of Appeal. Appeals must be received by no later than 30 Sep of each TY and will be considered by DACOS FP in the first instance, and subsequently by Service Complaint if that route is required.

ANNEX 101G

EMPLOYER ENGAGEMENT AND EMPLOYER SUPPORT

1. Employer Engagement and Employer Support - Introduction

a. Employer Engagement (EE) and Employer Support (ES) form the two elements of the spectrum of Defence activity that support civilian employers in their relationship with Defence and line management of reservists, whilst also supporting reservists in managing their relationship with their civilian employer within the context of their commitment to the Reserve Forces. Conceptually, EE is the general campaign to encourage civilian employers to engage positively with Defence, whilst ES is the management of an individual reservist's circumstances within the EE construct.

b. The 2018 edition of JSP 766 'The Defence Directive on Employer Support and Employer Notification' states that ES and Employer Notification (EN) are described as being "central to the relationship between Defence, Reservists and Employers. The evidence shows that employers are increasingly supportive of – and value - Reserve service". It goes on to say that "the benefits of effective EN to Reservists, Defence and employers are significant, and it is a leadership responsibility to ensure that notification is delivered effectively".

c. EE and ES responsibilities are devolved from the Ministry of Defence (MOD) through the Chain of Command to Units; the successful delivery of EE and ES responsibilities are contingent upon positive and proactive relationships between the Reserves Engagement Team and individual MR Units with Defence Relationship Management (DRM) and Reserve Forces and Cadets Association (RFCA) Regional Employer Engagement Directors (REEDs).

2. Management of ES within the Maritime Reserves

a. COMMARRES has responsibility for EE across the Royal Navy in accordance with 2SL's EE Directive and ES within the MR and in line with the tri-Service MOD policy laid down in JSP 766.

b. Unit Commanding Officers (COs) have primary responsibility for the delivery of EE activity and the provision of ES to MR personnel at a Unit or Branch level. The relationship supported is principally that between the Reservist and their Employer. It must be noted that the provision of Welfare to a Reservist and his/her family takes priority over ES.

c. Captain Reserves Engagement is responsible for the overall day-to-day implementation and management of EN and ES within the MR.

d. COs will appoint a Unit Employer Support Officer (UESO) to execute the tasks specified in this Annex.

e. Senior Management Board/Team meetings are to have an agenda item of Reserves Engagement (to cover both EE and ES, and include EN as appropriate). Engagement (to include EE and ES/EN) is to be a standing item on the Unit's (or Branch) Command Brief.

f. EE and ES are critical success factors in the maintenance of Operational Capability. Unit effectiveness in these domains will be measured and reported on during Assurance visits.

g. COMMARRES HQ will act as a conduit between the Employer and MOD/RF&C/NCHQ or HQ Theatre Troops with regard to the provision of ES to deployed Maritime Reservists.

3. Unit Employer Support Officer (UESO)

a. Each MR Unit or Branch has been directed to appoint a UESO to undertake primary EE and ES activity on behalf of its Reservists.

b. UESOs are typically OF3 ranked, with demonstrable experience in both the military and civilian workplace. To aid continuity, the Unit Warrant Officer or Whole Ship Coordinator (WSC)), Unit Operations Officer (UOO) or Support Manager (SM) will assist the UESO in managing all ES activities and deliver day-to-day activity.

c. Where a Regular RN Officer is responsible, a Deputy Reservist UESO should be appointed for balance. This is a good broadening experience for a junior officer.

d. Within the Air Branch, the UESO role is to be undertaken by the Permanent Staff at Yeovilton or Culdrose, as appropriate.

e. For the Media Operations Specialisation, the UESO role is to be undertaken by the MOS SO2 Coord/SO2 MOS.

f. UESO Terms of Reference are to be included within Unit Standing Orders.

4. UESO Primary Tasks

There are six areas of employer support activity which UESOs should ensure are delivered:

a. **Employer Notification.** EN is an important activity. After attestation (within the Reservist's first year), COs should write to the Reservist's line manager and then subsequently annually (no later than 31 Jan), detailing annual and routine training commitments where possible. The EN process is explained in detail at Para 7.

b. **Pre-mobilisation and Routine Training.** Before a Reservist undertakes routine training or is mobilised, it is important that a relationship has been established between the Unit and the employer. EN is an important first step in this. COs should decide the most appropriate approach for each relationship, in conjunction with their Reservists. The importance of the Reservist in establishing and developing this relationship should not be overlooked; they are often best placed to explain the commitment to their employer (supported by the chain of command).

c. **Mobilisation and Operations.** When a Reservist enters a high readiness period, it is important that this information is conveyed to the Reservist's line manager during the EN process. During mobilisation, units should inform employers of their employee's activities, location and their expected date of return.

d. **Demobilisation and Post-Mobilisation.** Following mobilisation, ES activities should be focussed on ensuring the employer knows their own and their employee's rights and obligations. Units should also write to employers following mobilisation outlining what the Reservist has achieved and the mutual benefit gained through the mobilisation. This should not be a redraft of an annual report but should focus purely on positive messaging following the period of mobilisation.

e. **Casework.** Casework takes place when, as a result of an individual's Reserve service, either party requires detailed advice and help, or the normal relationship between the Reservist and employer breaks down. The circumstances under which this could occur vary from a welfare situation to an administrative misunderstanding.

f. **Employer Recognition Scheme (ERS).** Engage with the scheme as follows:

(1) Encourage individual Reservists to ask their employer to self-register as Bronze Award holders.

(2) Liaise with REEDs to target which employers to encourage signing the Armed Forces Covenant.

(3) Draft citation for COs to nominate employers of their employee Reservists considered deserving of a Silver or Gold Award.

5. UESO Responsibilities

a. Provide first line support and advice to the Reservist and their employer, troubleshooting specific problems and representing the CO in ES activity that affects the unit.

b. Remain up-to-date with DRM guidance.

c. **Internal Activity.**

(1) Establish a regular schedule of initial briefings about EN for Reservists, and to maintain a list of those Reservists who have and have not been briefed.

(2) Establish a rolling programme of ongoing ES briefings for Reservists.

(3) Establish and maintain noticeboards in unit locations dedicated to ES, ensuring they are clear, current and consistent across sub-unit locations.

(4) Provide regular briefings up the chain of command to the CO about ES issues and maintain an overview of casework.

(5) Assist in individual cases where a Reservist is experiencing difficulties with their employer. Whilst the UESO will coordinate activity and ensure all parties are kept informed, advice can be sought from the Reserves Engagement Team and REEDs as appropriate, as well as utilising the information available via DRM. Recording all communications (including notes of phone calls and meetings) is important in casework.

(6) Maintain the JPA database, updating information on the unit's Reservists' employers, including whether they are supportive or not, what events they have been invited to and attended, and any communication that has occurred.

d. **Outward Facing Activity.**

(1) Liaise with REEDs to plan, deliver and evaluate EE and ES activity. Working under the direction and line management of the RFCA CEs, the REEDs deliver EN and ES on behalf of DRM. They focus mainly on HR departments and senior managers of smaller organisations employing Reservists within their region, thereby helping to create a favourable environment within which EE and ES can flourish at unit level.

(2) Brief on and implement the EN process, working with SO2 Reserves Engagement and the CO to ensure that employer data is up to date and that any requests for EN waivers are processed in good time ahead of the unit's planned notification schedule. In Northern Ireland the EN process should be followed as per para 8 sub para e.

(3) Re-direct questions from employers regarding applications for deferrals or exemption from mobilisation to the single Service personnel centre that issued the call out notice - this is beyond the UESO remit.

e. **Mobilisation and Operations.** Once Reservists have been mobilised, UESOs should write to employers as soon as possible introducing themselves as a point of contact within the unit. The UESO should maintain contact throughout the Reservist's period of mobilisation, ensuring information such as the following is included:

(1) What the Reservist is doing;

(2) Where they are;

(3) When they are coming back;

(4) Whether they can be contacted whilst serving and how to go about it.

f. **Demobilisation and Post-mobilisation.** As the period of mobilisation comes to an end, the UESO should write to the employer outlining the process of de-mobilisation, including timetables for normalisation and leave, and to highlight the detail of the Reserve Forces (Safeguarding of Employment) Act 1985. Employers should also be reminded to carry out the process for reinstatement to employment outlined in JSP 532 Guidance for Reservists Returning to Civilian Employment following a Period of Mobilised Service. The UESO's role is, in advance of the Reservist's return, to prepare the ground with the employer in easing the process of re-instatement. It is also important for the CO to write to employers thanking them for releasing the Reservist and explaining what the Reservist has done throughout the period of mobilisation. This should not be a re-run of their annual report, but instead a summary of the Reservist's achievements, and where possible how these translate into benefits for the employer. This letter should not include any reference to areas for development or potential shortfalls.

g. **Short Notice Returners.** Under some circumstances a Reservist may be demobilised earlier than expected. In this situation it is likely that the UESO will need to provide greater support to both the Reservist and the employer. Whilst the procedures in JSP 532 continue to apply, the employer/Reservist relationship may be more fragile due to the unplanned early return, and the UESO role may be to act as a mediator to support both parties.

h. **Delayed Returners.** On rare occasions, a Reservist may be required for longer than initially expected (although they will not be mobilised for a period greater than one year unless they require medical treatment prior to demobilisation). Where this happens the mobilisation centre will communicate the change in requirement to the employer, however the UESO should be prepared to provide the employer with any further information, and act as a link to the Reservist if the cause of the delay is injury.

i. **Return to Work.** When a Reservist returns from a one-year period of mobilisation they are normally given up to eight weeks' paid leave on a pro-rata basis, while still in the employment of the MOD. The UESO will need to explain this process to the employer and, in some circumstances, help facilitate an earlier return to work if that is what the Reservist wishes. This can be achieved only if the Reservist has the prior approval of the CO of the demobilisation centre or unit.

6. Reservist's Responsibilities

Reservists should communicate with their employers in addition to unit communication activity. They are best placed to understand the workings of their workplace and the best method for engaging with their employer.

7. Employer Notification (EN)

a. The EN process is designed to establish and maintain a positive relationship between Defence, the Unit CO and the Reservist's line manager and employer. The more employers know about the implications of employing a Reservist, the more supportive they are likely to be. It is unreasonable to expect employers to support the mobilisation of an employee if they did not know that the individual was a Reservist.

b. Specific guidance on the EN process will be issued by COMMARRES annually following direction given by RF&C.

c. Prior to delivering EN letters, employer data must be assured, and any waiver applications submitted to and approved by the unit CO in accordance with the annual direction issued by COMMARRES. It is recommended that employer data be gathered throughout the year through the Divisional System and waivers submitted and approved in good time to allow sufficient opportunity to ensure that letters can be completed and sent prior to the annual deadline. To achieve assurance of the data, all MRs shall undertake an annual check of their employer details held on JPA. In accordance with the Data Protection Act 1998, all Reservists retain the right to inspect information held about them on JPA.

d. MOD EN policy is detailed in JSP 766.

e. It is recognised that a high proportion of Ratings/Other Ranks do not complete initial training. The Unit or Branch can decide whether to carry out EN at the outset; otherwise it must be completed on return of the individual from their New Entry Course.

f. It is a condition of membership that all officers who join or re-engage in the MR must supply full contact details of their employer and give permission for the MOD to contact their employer directly (unless a Permanent Exemption or Temporary Waiver applies).

g. EN does not apply to Reservists who are unemployed, self-employed, students, work on temporary contracts or work abroad for a UK Registered Company. EN does not apply to a Reservist employed by a foreign company, which has its Registered Office outside the UK.

8. Request for EN Waiver

a. Waivers to prevent EN may be applied for by Reservists annually, and the authority for granting waivers rests with the unit CO. Waivers may be granted for the following reasons, at the discretion of the CO:

(1) To maintain a Reservist's security.

(2) If a Reservist's employment would be compromised by an unsupportive employer.

(3) If EN could exacerbate a short-term employment issue.

b. Applications, including as much information as possible as to why a Reservist wishes to obtain a waiver, should be made to the unit CO under unit arrangements. Once granted, notification of the number of waivers granted should be reported in accordance with COMMARRES annual guidance. Waivers may be granted in successive years if the CO judges that the reason for the application remains extant.

c. Where waivers have been granted, the unit should work to understand and try to overcome the reasons for the waiver being granted. The RFCAs and DRM may be able to provide advice on the employer's corporate position and help to alter the view of line managers. They may also help to overcome the misconceptions of Reservists who might incorrectly fear they will be penalised by their employer for being a Reservist. Throughout, it is important to be guided by the Reservist, so as to not inadvertently compromise their civilian employment.

d. EN has been beneficial to Reservists and has resulted in some employers granting their Reservist paid annual leave. It also has the benefit of allowing employers time to consider what they would do in the event of a mobilisation. These benefits should be explained in order that Reservists understand the potential benefits to them.

e. **Northern Ireland.** EN in Northern Ireland is administered by the RFCA rather than the unit CO and an 'opt in' rather than 'opt out' approach is taken.

ANNEX 101H

EMPLOYMENT OF MARITIME RESERVES UNDER THE FOREIGN RESIDENCE MILITARY EXCHANGE PROGRAMME (FRMREP)

1. Introduction

a. Foreign Residence Military Reserve Exchange Program (FRMREP) is an agreement between the US DoD and the UK MOD to allow reservists to perform reserve duties and related reserve assignments whilst residing temporarily in the other participant country. FRMREP is intended to support the training requirements of the Participants' Reserve Forces members when those members are temporarily residing overseas. Through the programme, Reservists living temporarily overseas can maintain training currency, gain valuable new skills from, and insights on, partner nations whilst maintaining formal links to their units in the UK. It is a powerful retention tool, and a professional development opportunity. The programme also supports Defence Engagement effect as it fosters an active relationship between the participants' Reserve Forces.

b. Whilst all eligible applicants are encouraged to apply for this scheme, there is no automatic right to it. Deputy Commander Maritime Reserves (DCMR), has the discretion to accept or decline each application depending on the suitability of applicants and the nature of the opportunity. Each case is to be assessed on merit. Criteria will include candidate suitability, affordability, PID availability and the extent to which the attachment will benefit both the candidate and the RN. All successful candidates will continue to serve their parent unit in a manner consistent with the requirements of maintaining currency as a member of the Maritime Reserves, and as directed by their Commanding Officer.

c. Successful applicants are to be held on the strength of their UK sponsoring unit.

2. Participating Nations

This policy covers the employment of MRs under the FRMREP agreement between the United Kingdom and the United States only. Other Reserve Forces Foreign Service Arrangements (RFFSA), including those with Australia, Canada, and New Zealand are covered under separate policies.

3. Eligibility

The FRMREP programme is designed for the RN Reserve Forces (Officers and Ratings) temporarily living overseas. The basic eligibility criteria to be considered for employment under FRMREP are:

a. A recommendation from their Commanding Officer.

b. The quality to act as a role model/ambassador for the Royal Navy overseas.

c. Valid Security Clearance to the level required by the Receiving Service.

d. To be Trained Strength with recommendation from Capability Area.

e. Medical status MFD.

4. Employment Caveats

Detailed caveats on the employment of reservists on FRMREP attachments are laid down in the FRMREP MOU; these are to be reiterated and updated in individual Authority to Train and Authority to Host letters issued under the authority of the SO1 Policy at CMRHQ. The primary caveat is that, as a training attachment, FRMREP participants are not to be used in any form of operational role nor placed in situations that exceed their individual level of skills, qualifications and experience.

a. Employment on MACA tasks in the host nation is not permitted.

b. Training in third countries may be permitted but only with the specific prior authority of both sending and receiving service HQs.

5. Application Process

UK Personnel Overseas. The following process is to be followed for MRs applying to train in the United States under FRMREP.

a. Pre-application. Seek UK unit CO's support in principle and identify a suitable host unit in the receiving nation. Action: Applicant

b. CMRHQ Approval. Complete and submit the form at Appendix 1, with CO's signed endorsement, to CMR SO1 Policy. Action: Applicant, CO

c. Application. CMR SO1 Policy on behalf of DCMR will review and approve or reject the application. If approved, application to be forward to Army International Engagement (AIE). Action: Applicant, SO1 Policy.

d. International Staffing. AIE review and approve or reject the application. If approved, submit it to the National Guard Bureau at the US DoD. Action: AIE.

6. Approval Process

On receipt of approval from the US National Guard Bureau, AIE is to request confirmation of the terms of the FRMREP attachment with an *Authority to Train* note issued by the CMR SO1 Policy, copied to the receiving service HQ and unit CO. That note will specify the duration of attachment, the maximum funded training (annual RSDs agreed by UK Unit CO) and be based on an agreed Personal Commitment Plan (PCP) aligned to the MR Branch Training Matrix. Specific caveats on training, medical limitations or employment overseas are also to be included. British Defence Staff US (BDSUS) is to be informed that a Royal Navy Reservist will be active in-country, and Duty of Care responsibilities agreed. Action: AIE, SO1 Policy

a. **Tracking.** Move and Track, in accordance with LOC policy, is a sending unit responsibility. Action: Sending unit

b. **Extension.** Applications to extend FRMREP attachments are to be submitted to AIE, through the participant's UK CO, no less than 10 weeks before the agreed end of attachment. Action: Applicant

c. **Early Termination.** MRs may terminate their attachment at any stage; they are to notify both receiving and sending unit COs, copied to AIE.

d. **Return to Unit.** MR would normally be expected to return to their sponsoring UK unit. In some circumstances, following negotiation between the sending unit and CMRHQ, a follow-on posting may be arranged.

7. Service Support

a. **Dress.** MR are to wear their own national service uniform when on duty overseas and maintain the standards and bearing expected of a member of the Naval Service.

b. **Pay and Allowances.** The parent unit is responsible for the pay and allowances of their SP for the duration of the attachment. As part of the application process, the parent unit CO is to stipulate the maximum allowable RSDs the SP may work. Additional unpaid reservist work overseas is not permissible[1]. Direct liaison should be established between the sending and receiving units to facilitate processing of pay and allowances.

(1) The host unit is responsible for travel, subsistence, and lodging costs in connection with the performance of any duty carried out by the SP pursuant to a requirement or request of the host unit.

(2) Home to duty travel allowances are payable at the parent unit CO's discretion. SP on FRMREP attachments are not eligible for LOA, deployment or recovery movement costs.

c. **Certificate of Efficiency/Bounty.** Meeting the PCP training obligations set down in Service Command Regulations is mandatory for reservists to be eligible for the Certificate of Efficiency and Training Bounty. However, acknowledging that exact NCT training may not be available overseas, COs have the discretion to sign off Certificates of Efficiency if they are content their SP overseas have met a comparable version of the minimum training standards. Discussion between sending and hosting units is required to support such assessments.

d. **Training Costs.** Training costs; including rations, fuel, etc. are borne by the receiving nation on a non-cost recoverable basis.

e. **Safety Risk Management (SRM) and Duty Holding (DH).** BRd10[2] sets out the Navy Command Safety and Environmental Management System (NC SEMS). Almost all routine training activities likely to be conducted under the FRMREP will be covered under the appropriate Safe System of Work (SSW). Duty Holding will only apply if any activity goes outside the SSW. In such circumstances DH responsibility lies with the SP's sponsoring chain of command, usually at OF6-level. Duty of Care oversight responsibilities for SP overseas will be allocated to a named in-country British officer, usually the BLO or the DA[3], but the UK chain of command must continue to support and advise their SP on risk and safety issues. Any individual invited to conduct training which appears to fall outside SSW is to notify, in advance, their UK chain of command requesting an Escalation of Risk assessment. If there is any doubt, SP have the duty to withdraw from those activities.

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[1] A stipulation within the RFFSA and FRMREP MOUs is that no unpaid training is permitted under these schemes.
[2] BRd10 link: BRd 10
[3] This allocation will be confirmed in the deployment instructions issued by Army International Engagement (AIE).

f. **DIRLAUTH.** Direct and regular liaison between parent and receiving unit COs is required to support Duty Holding, Duty of Care and reporting responsibilities, and to exploit the defence engagement benefits of the schemes.

g. **Discipline.** In addition to UK Service Law, SP on FRMREP attachments are subject to the receiving nation's laws and policies at all times, whether on duty or not. Whilst they are not subject to the receiving Service's military discipline system, they are expected to comply with instructions and customs of the receiving Service. They are to obey orders given by appropriate members of the receiving Service, provided those orders do not contravene the laws of their own Service. The receiving Service is required (by the MOU) immediately to advise the sending Service of any allegations regarding disciplinary offences involving a member of the sending Service. In addition, applicants are to be reminded of their individual responsibilities. When an SP is charged by a civil court in respect of a criminal offence, they are to report the matter immediately through their national chain of command to their CO[4].

h. **Medical.**

(1) Primary healthcare for FRMREP personnel should be provided through personal arrangements, i.e. healthcare insurance, provisions offered by their civilian employer, or as available to citizens in the host nation. This could be via access to local medical services or private medical care etc. Tasking authorities are to ensure that the FRMREP reservist has sufficient medical cover for the long-term care of illness or injuries that may result from duties carried out, as subject to TACOS; UK Reserve Service does not confer entitlement to primary care from Defence.

(2) When a reservist is on duty overseas, as with all members of the Reserve Forces, there is no entitlement to the provision of Defence Primary Care, but, in accordance with 2017DIN01-096, JSP 770 and single Service Reserve Regulations, all service personnel are eligible for urgent or emergency care.

i. **Insurance.** Reservists are to take out private medical, personal liability and kit insurance for the duration of their attachments.

j. **NOTICAS.** All serious incidents involving detached UK SP are to be reported immediately to the British Defence Staff United States (BDSUS) who will invoke the appropriate NOTICAS/JCCC action. Incidents involving foreign SP on duty in the UK are to be reported immediately to Navy Command.

k. **Assessment and Reporting.** The parent unit CO remains responsible for the applicant's annual appraisal repots. Input from the hosting unit chain of command would normally be sought.

[4] BRd 2 The King's Regulations for the Royal Navy.

8. Points of Contact

The following points of contact are to be used for staffing and advice:

a. MR SO1 Training and SO1 Policy

b. SO1 Reserves AIE, Army HQ

c. AIE mailbox: ArmyEandC-IntlEngt-Mailbox@mod.gov.uk

d. ARNG International Programs and Exchanges Coordinator

APPENDIX 1 TO ANNEX 101H

FRMREP APPLICATION FORM

FRMREP APPLICATION FORM (FORMS)

ANNEX 101I

MARITIME RESERVE MEDICAL BRANCH – RECOGNITION OF NHS ACTIVITY

1. Guiding Principles

Training and clinical practice undertaken within the NHS can account for a maximum of 25% of an individual's total Annual Training Commitment. NHS activities suitable for recognition as Operational Capability Output (OCO) include but are not limited to, training courses undertaken within the NHS, other continuous professional development (CPD) activities as well as participation in appraisal and revalidation activities required to maintain professional registration. Judgement on the suitability of NHS activities for recognition as OCO is to be approved on PCPs at the start of the Training Year.

2. Criteria

Activities undertaken within the NHS but recognised as OCO will not attract pay from the Maritime Reserves. Members of the MRMB may only seek recognition for NHS activities towards the award of a Certificate of Efficiency (CoE) and Bounty if they have met the following criteria:

a. Attended a minimum of one MRMB Training Weekend during the current Training Year.

b. Completed and remained in date for all elements of their Training Matrix at their current rank.

c. Completed and remained in date for all Pre-Appointment/Deployment training listed on the Maritime Deployed Hospital Group (MDHG) or Commando Forward Surgical Group (CFSG) Operational Job Specification for their deployed role. In the absence of a published MDHG Operational Job Specification, confirmation that the individual is fully compliant with this requirement will be sought from the relevant Consultant Advisor (CA), Clinical Specialist Advisor (CSA), Specialist Nursing Advisor (SNA) or equivalent.

d. If the training undertaken within the NHS is also included in the individual's Maritime Reserves Training Matrix or in the MDHG/CFSG Operational Job Specification for their deployed role, then it can be recognised as OCO even if the criteria described in point 7 are not fulfilled.

3. Process for recognition

Any member of the MRMB planning to seek recognition of NHS activities as OCO should include these on their PCP following discussion with the relevant capability SO1/SO2. In addition:

a. The individual is to submit evidence of having completed the activities for which recognition is being sought to the relevant capability SO1/SO2. The relevant capability SO1/SO2 will then confirm the number of days of NHS activity that have been recognised as OCO.

b. At the end of the Training Year, the individual must also submit a submit a Bounty Waiver request including the justification, *"[INSERT NUMBER OF DAYS] of NHS activity recognised as OCO, iaw BR3(1)"*, attaching Capability SO1/SO2 approval.

ANNEX 101J

MR INTELLIGENCE SPECIALISATION APPLICATION PROCESS AND ENTRY PROCEDURE

Step 1:

Applicants must read the 'Essential Criteria for Application' contained at para 101100. The attention of applicants is particularly drawn to sub paras a. – d., which set out the ranks and rates currently required by HMS FERRET and the need for all other ranks and rates to meet specific criteria, before they will be considered.

Step 2:

Once satisfied that they are eligible, the applicant completes the application form at Appendix 1 (including comments from their parent unit).

Step 3:

a. The applicant sends a completed application form to the HMS FERRET Recruitment email address navymr-ferretrecruitment@mod.gov.uk, including in addition:

- Their current military and civilian CV (see guidance above).
- Their last fully completed annual report.

b. Applicants will receive an automated reply from the recruitment inbox, acknowledging receipt of their application.

Step 4:

A panel of three personnel from HMS FERRET will sift all applications. The sift will automatically sift out:

- Incomplete applications, including those without the enclosures cited in Step 3.
- Applications which the panel believe do not have enough information in Sections 3 to 9.
- Applications where the word limit has been exceeded in any section.
- Unsigned applications.
- Applications from personnel who have recently taken, or intend to take the AIB and plan to attend officer training. See para 101100.h.

Step 5:

a. The sifting panel will look for evidence that the application contains some evidence of the Core Competencies contained in the HMS FERRET Recruit Assessment Framework, cognisant of the applicant's rank or rate. These are:

- Leadership and Management.
- Teamwork.
- Communication.
- Decision Making.
- Understanding: (Assessing, Analysing and Applying information)

b. Where an application fails to meet the standards in all or most respects (a score of 0 or 1) the application will be sifted out and the applicant provided with feedback. Applicants sifted out at Steps 4 and 5 may reapply.

Step 6:

The sifting panel will also review the applications from individuals who, although HMS FERRET has a full complement at their rank or rate, believe they meet the necessary criteria. Applicants sifted out at this stage may not reapply within 12 months.

Step 7:

Occasionally, concerns may arise regarding apparent inconsistencies or ambiguity in an application. In this case, the panel will request clarification on these points from the applicant, before deciding whether to sift the application out.

Step 8:

Candidates who are successful at the sift stage will be invited to the first stage of the recruitment process, which is the virtual interview, exam and presentation. Candidates who complete these successfully will be invited to the face-to-face assessment at DITG. The purpose of each section of the process is to identify whether candidates possess the competencies, motivation, intent and capacity required to undertake training and subsequently conduct intelligence duties.

Step 9:

Candidates will be informed of the outcome of the assessment. Candidates who are unsuccessful at either the virtual or face-to-face sections of the recruitment process will be provided with feedback and advice on whether it is considered a further application would be successful. Those who are considered unlikely to succeed may not reapply.

Step 10:

RNR personnel wishing to join HMS FERRET will be required to complete both Branch and Unit transfer processes. HMS FERRET will assist successful candidates in completing this process, but individuals must request a transfer from their own unit to HMS FERRET.

Step 11:

Successful RMR candidates will be required to apply for a Unit transfer to HMS FERRET via their USM and Career Manager. The previously held RMR line number will not be gapped in the interim. Once transfer is complete, the individual will hold a PID within HMS FERRET. If at any point the individual requires to return to the RMR mainstream, then they will have to apply via the USM of their Regional Unit and the RMR Career Manager. Retaining a link to the regional RMR Unit is crucial for the individual's career management, green skills training and ethos.

Candidates should note that a significant delay (over 3 months) in accepting a place at HMS FERRET following successful selection may result in an offer withdrawal and a requirement to re-apply.

Step 12:

a. Successful candidates will be informed of course dates of the Joint Maritime Intelligence Course (Reserves) (JMIC(R)). This training is three weeks long and residential. The first section 5 days in duration, the second 12 days in duration (which includes the weekend). JMIC(R) is mandatory for all untrained personnel and failure to successfully pass the course will result in RTU.

b. If applicants have any questions or require further information, they should email the HMS FERRET Recruitment email address navymr-ferretrecruitment@mod.gov.uk

APPENDIX 1 TO ANNEX 101J

MRIS RECRUITMENT PROCESS APPLICATION FORM

MRIS RECRUITMENT PROCESS APPLICATION FORM (FORMS)

ANNEX 101K

MARITIME RESERVES CYBER CAPABILITY

1. Organisation

Having completed their induction training CyRes joining the MR will be assigned to either MCU(R) or to one of the two UK StratCom CyRes units (CSU Corsham and JCU(R) Cheltenham). There are also a small number of MR Cyber capability OF PIDs attached to HQ JCU(R).

2. Leadership and Management

a. MR Cyber Capability leadership and management is the responsibility of SO1 Cyber and SO2 Cyber. SO1 Cyber reports to MR DACOS Information Warfare (IW) and is responsible for the delivery of MR Cyber capability and pan-IW co-ordination and collaboration.

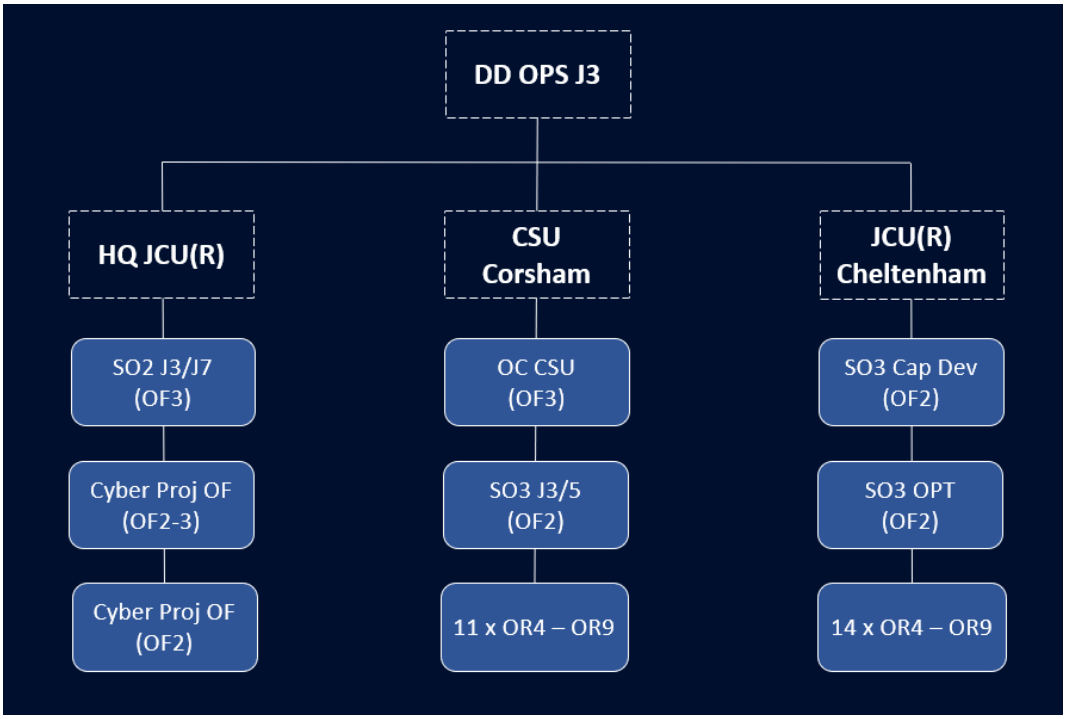
b. Officer Commanding (OC) MCU(R) is responsible for the leadership and management of all MR Cyber Capability and FTRS personnel assigned to MCU(R). OC MCU(R) is line managed by SO1 Cyber.

c. As with any Joint assignment personnel assigned to CSU Corsham or JCU(R) Cheltenham are led and managed by their respective unit OC.

3. Branch Structure

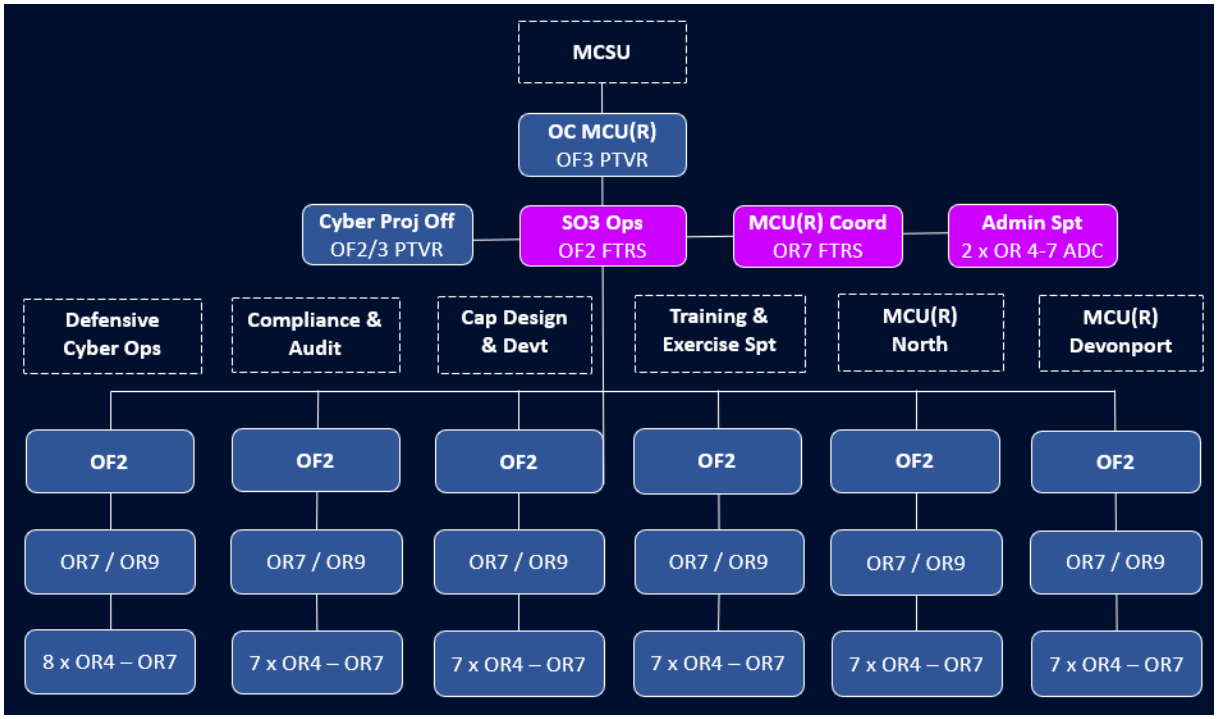
a. There is a total of 32 (7xOF and 25xORs) MR Cyber Capability PTVR PIDs in UK StratCom which are split between the three units as shown in Figure 101K-1:

Figure 101K-1: MR Cyber Capability PIDs in UK StratCom



b. In addition, there are a further 57 (8xOF and 49xORs) MR Cyber Capability PTVR PIDs in MCU(R) as shown in Figure 101K-2.

Figure 101K-2: MR Cyber Capability PIDs in MCU(R)



4. Branch Administration

a. Routine administrative arrangements for pay, training, employment and reporting responsibilities will be undertaken by the relevant unit administrative function at the unit[1] personnel are assigned to.

b. MCU(R) provides its own tasking co-ordination administrative functions through the SO3 Ops, OR7 Coord and admin support posts. Budgetary responsibilities are managed by OC MCU(R) on behalf of SO1 Cyber and administered on a day-to-day basis by the administrative team.

c. Travel and subsistence are funded by HQ JCU(R) for personnel under their OPCOM, and by the unit requesting support for personnel employed on tasking for the Royal Navy or other TLB.

5. Terms and Conditions of Service

a. The CyRes began as a pilot scheme following a Joint Forces Command (now UK StratCom) initiative in 2014, as originally detailed in CMRTM 24/14[2]. The CyRes aims to attract individuals with specialist Cyber skillsets which are not commonly found in Defence. As such, it is acknowledged that not all individuals with such skills will meet the normal age, fitness, medical or appearance standards to join the MR.

[1] i.e. HQ JCU(R), Cyber Specialist Unit (CSU) Corsham and JCU(R) Cheltenham, and by the MCU(R).
[2] CMRTM 24/14 Maritime Cyber Reserves and Formation of the RNR Cyber Unit dated Jun 14.

b. The employment of MR CyRes has therefore evolved differently from mainstream MR personnel and as such carries specialist Terms and Conditions of Service (TCOS). These TCOS only apply to ORs in the MR Cyber Capability; OFs currently remain subject to standard MR OF TCOS.

6. MR CyRes TCOS

a. MR CyRes are employed in accordance with standard MR TCOS as detailed in the Royal Naval Reserve Notice Paper[3] or Royal Marines Reserve Notice Paper[4] as appropriate, with some specific adjustments for MR CyRes personnel:

(1) **Fitness Test.** MR CyRes are not required to pass or remain in date for the Royal Navy Fitness Test (RNFT), RN Physical Employment Standards (PES) or Royal Marines Fitness Test (RMFT), although are encouraged to do so if they meet the requisite medical and physical standards, and may require to achieve a suitable fitness standard to deploy onboard ships or overseas.

(2) **Weapons Training.** MR CyRes are not routinely be weapons trained, but dedicated training will be undertaken if specific roles require it.

(3) **Security Clearance.** All MR CyRes require Developed Vetting (DV) Clearance. If this level of clearance is unattainable for any reason, then the individual in question will be deemed unsuitable for service, or further service, in the MR Cyber Capability.

(4) **Deployment.** MR CyRes will only be deployed to a Joint Operations Area (JOA) if they meet Theatre Entry Standards (TES)[5] for the location, operation or exercise in question, and have a Medical Deployment Standard of Medically Fit to Deploy (MFD). Deployment outside of a JOA for tasks and exercises will be permissible depending on JMES requirements. Personnel graded Medically Non-Deployable (MND) will not deploy. Personnel graded Medically Limited Deployable (MLD) may be deployed following a Medical Risk Assessment[6] (MRA), provided that the deployed Commander is made aware and is prepared to accept the risk.

(5) **Transfer.** Due to the unique bespoke entry process undertaken by MR CyRes, direct entrants are not eligible to transfer to another MR branch. Any individual wishing to leave the CyRes capability will need to re-join as an OR1 in order to complete the full MR Phase 1 and Phase 2 training programme. A Firefly transferee or entrant from the trained strength of the MR wishing to transfer back to their source branch would need to apply for a branch transfer as with any other MR capability and would be considered at the rate/rank held in previous Service.

[3] BRd 3(2) Annex 2A RNR Notice Paper dated Dec 20.
[4] BRd 3(2) Annex 2B RMR Notice Paper dated Dec 20.
[5] Unless a TES waiver is granted.
[6] A grade of MLD requires a medical risk assessment (MRA) to be carried out for deployment iaw BRd 1750A Handbook of Naval Medical Standards dated Apr 22. The decision on that deployment will depend on the medical condition, individual function, the proposed employment, length of the deployment and the medical support available.

b. All other TCOS are as detailed in the Royal Naval Reserve Notice Paper or Royal Marines Reserve Notice Paper as appropriate. For clarity:

(1) **Engagement.** Direct Entry MR CyRes will join on Engagement Stage 1 (ES1) (12 years' service) and will automatically transfer to ES2 (additional 8 years' service) on advancement to AB1 on completion of CyRIP. Transferees will remain on their original ES2 engagement. Extension of Service (EoS) can be applied for.

(2) **List.** MR CyRes will serve on List 1 (General – Higher)[7].

(3) **Certificate of Efficiency.** Certificate of Efficiency (CoE) requirements are laid down in BRd 3(1), and detailed in the annual CoE CMRTM.

(4) **Reserve Service Days.** MR CyRes are required to complete a minimum of 16 Operational Capability Output (OCO) and 8 Support Activity (SA) days per year to achieve CoE[8].

(5) **Naval Core Training.** MR CyRes are to complete and to remain in date for all Naval Core Training (NCT) modules[9] with the exception of NCT 1 (Fitness Test).

7. Advancement

a. CyRes across the sSs have a bespoke advancement framework which has been developed to recognise their exceptional skillset and employability. This framework is aligned across Cyber Reserve Force (CRF) units such that individuals are not unfairly advantaged or disadvantaged due to the Service they choose to join after completing JCRSB.

b. Advancement is not automatic, but is based on time in rate/rank, merit, competence and SJAR recommendation. The advancement matrix is shown in Appendix 1[10]. The following criteria apply:

(1) There is no requirement for MR CyRes to undertake leadership courses prior to advancement.

(2) Transferees from the RNR, RMR, RN or RM who transfer into the MR Cyber Capability will retain their current rate/rank but will be required to 'mark time' until they have achieved the requisite time in rate/rank to achieve advancement, and must also satisfy the other criteria of merit, competence and SJAR recommendation. For example, a PO transferring from the wider MR or a Sgt transferring from the RM would need to complete at least 6 years at that rate/rank <u>in the MR Cyber Capability</u> before becoming eligible for advancement to CPO/CSgt, regardless of previous SJAR recommendations or promotion board gradings.

[7] BRd 3(2) Naval Personnel Management (Reserves) dated Dec 20 para 0106: List Structure of the RNR.
[8] BRd 3(2) Naval Personnel Management (Reserves) dated Dec 20 para 0201 Annual Training Obligations.
[9] RNTM_07_056-23_Naval_Core_Training_and_Defence_Mandated_Training1.docx.
[10] Advancement from OR7 to OR9 is subject to review as part of UCM Cyber Reserve TCOS harmonisation work.

(3) As most billets are rank ranged, advancement within post is possible. Advancement beyond the scope of a rate/rank ranged PID will require a change in PID.

8. Unified Career Management

a. Unified Career Management (UCM) is a new approach to managing cadres of individuals where the capabilities they deliver and the specialist skills they possess are the same or similar across two or more of the single Services. The UCM model does not change the Service an individual belongs to, but makes a Lead Command responsible for the career management and employment of individuals within a specific capability area[11].

b. UK StratCom is the Lead Command for both UCM CyRes and UCM Cyber (for Regular personnel) and are seeking to harmonise TCOS across the CRF which may result in changes to the way that MR CyRes are employed. This harmonisation review includes rank structures, Appraisal Reporting & associated Promotion Boards, Assignments, Fitness Testing, Professional & Leadership Courses and Training Commitment.

9. Recruitment and Training

MR CyRes do not follow the conventional recruitment and training pipeline for mainstream MR ORs. Instead, they follow a recruitment process which has been developed to enable their unique skillsets to be utilised by Defence in a timely manner whilst providing them with a basic level of military familiarisation.

10. Direct Entrant Recruitment of ORs

a. MR CyRes are recruited nationally by the Joint Cyber Unit (Reserve) (JCU(R)) HQ team. On successfully passing the JCRSB, they are assigned to one of three units (one RN and two UKStratCom)[12]. Successful CyRes applicants who opt to join the MR are processed in accordance with Recruiting Instruction 53/21[13].

b. Individuals who have demonstrated the necessary Cyber expertise, but who do not meet MR standard criteria for age, fitness, medical or appearance may still be considered for service in the MR Cyber Capability. Such candidates will be considered if appropriate waivers can be agreed with HQ CMR in accordance with Recruiting Instruction 53/21. All such candidates are assessed on a case-by-case basis by OC MCU(R) in the first instance, with medical appeals reviewed by the Service Entry Medical Cell (SEMC).

c. There is no direct entry route into the MR Cyber Capability as an RMR rank therefore all direct entrants will be entered into the RNR.

[11] https://modgovuk.sharepoint.com/teams/22079/SitePages/Home.aspx
[12] Maritime Cyber Unit Reserve (MCU(R)), Cyber Specialist Unit (CSU) Corsham, JCU(R) Cheltenham.
[13] Recruiting Instruction 53/21 Processing of RNR & RMR Cyber Reserve Candidates dated Dec 21.

11. Sideways Entrant Recruitment

a. MR ORs can apply to join the MR Cyber Capability either as transferees on leaving regular service via Project Firefly, or by applying to join the MR Cyber Capability from the trained strength of the MR.

b. MR trained strength candidates (both RNR and RMR, including ex Regular) with Cyber SQEP are strongly encouraged to apply to join the MR Cyber Capability but must be aware that due to the unique TCOS that CyRes are employed under this transfer route is one-way; individuals will be unable to transfer back to another MR capability.

12. Training Pipeline

a. After successful completion of the single-Service training weekend at MCSU, pre-course learning package on the Defence Learning Environment (DLE) and 12-day Cyber Reserve Induction Package (CyRIP), CyRes will be considered to be at Training Performance Standard (TPS). Role Performance Standard (RPS) will be achieved for CyRes on completion of the Workplace Induction Package (WIP).

b. Candidates failing to successfully complete sS training weekend, CyRIP or WIP will be offered the opportunity to re-attempt the element in question. Failure on the second attempt will result in the individual being deemed unsuitable for further Cyber Reserve service. Unsuccessful direct entrants will be discharged[14], and transferees returned to source Branch

c. MR CyRes will be considered as Trained Strength on completion of the WIP, and those in the RNR who have achieved RPS will be entitled to wear the Cyber branch badge.

13. Cyber OF Development

To generate the MR Cyber OF cadre of the future, selected MR Cyber Capability ORs will be encouraged to apply for the Upper Yardman (UY) and Senior Upper Yardman (SUY) schemes[15]. Ex-Regular OFs entering via the Firefly scheme with Cyber expertise will also be considered, as will sideways transferees from the wider MR; in both instances applicants will have to pass the JCRSB.

14. Application Process

a. Serving MR personnel on the trained strength and Firefly transferees interested in transferring to the MR Cyber Capability are to register an Expression of Interest (EOI) by emailing the SO2 Selection, Cyber Reserve Force at: UKStratCom-CyberRes-GpMailBox@mod.gov.uk. Information and details regarding the EOI requirements can be found at https://www.gov.uk/government/groups/joint-cyber-reserve-force.

b. Applicants will be invited to complete and submit an application form, and if their Cyber skillset is assessed to be in demand by Defence, they will be invited to attend the JCRSB.

[14] Discharge Shore (Unsuitable During Training) (DUDT).
[15] CMRTM 21/21 Upper Yardman (UY) And Senior Upper Yardman (SUY) Commissioning Schemes

c. Advice on the process of joining the MR Cyber Capability on successful completion of JCRSB can be obtained from MR SO2 Cyber (email: NAVY PEOPLE-MR RNR CYBER SO2).

APPENDIX 1 TO ANNEX 101K

MARITIME RESERVES CYBER ADVANCEMENT MATRIX

Establishment type	Career stage	Starting rank	Requirement for progression	Next rank
None	Cyber Reserve Selection	N/A	• Selection by Joint Cyber Reserve Selection Board (JCRSB) for an OR PID.	NA
Untrained establishment	Attested and placed on a UTE bucket PID. Requires Phase 1 Cyber Reserve training.	OR1 (AB2 / Mne)	• Completion of Joint Cyber Reserve Induction Package (CyRIP)	OR2 (AB1 / Mne)
Untrained establishment	Phase 1 Cyber Reserve trained, achieved Training Performance Standard (TPS). Requires the equivalent of Phase 2 training.	OR2 (AB1 / Mne)	• Completion of Workplace Induction Package (WIP) in MCU(R), JCU(R) Cor or JCU(R) Ch.	OR6 (PO / Sgt)
Trained Strength	Phase 2 Cyber Reserve trained, joins the Trained Strength, achieved Role Performance Standard (RPS). Serving in a Cyber Reserve PID.	OR6 (PO / Sgt)	• Minimum 6 years of satisfactory service in the MR Cyber Capability (Note 1). • Certificate of Efficiency required for each year. • Recommendation for promotion required in latest SJAR.	OR7 (CPO / CSgt)
Trained Strength	Serving in a Cyber Reserve PID.	OR7 (CPO / CSgt)	• Minimum 3 years of satisfactory service in the MR Cyber Capability (Note 1). • Certificate of Efficiency required for each year. • Recommendation for promotion required in latest SJAR.	OR9 (Note 2) (WO1)

Notes:

1. A years' satisfactory service is defined by the award of the MR Certificate of Efficiency (CoE)[1]. Satisfactory service does not need to be continuous; there may be gaps when CoE was not awarded, as long as the total number of years when CoE was awarded meets the minimum requirement.

2. Advancement from OR7 to OR9 is subject to review as part of UCM Cyber Reserve TCOS harmonisation work.

[1] BRd 3(1) Naval Personnel Management Chapter 101 Section 10 para 10151 Certificate of Efficiency (CoE) and detailed in annual CMRTM.

ANNEX 101L

MARITIME RESERVES SELF CERTIFICATION TO ATTEND COURSES AND TRAINING ACTIVITIES

1. Policy

It is the responsibility of the Chain of Command (CoC) to authorise Service Personnel (SP) to attend MR Activities (via TAO submission) and ensure the SP meets the physical and functional requirements stated in the Joining Instructions (JI). JI must state the minimum JMES/MDS[1] required to enable the CoC to make an informed decision about whether a SP can attend or not. JSP 950, Leaflet 1-2-12 (V2.2 Oct 23) covers the assessment of medical suitability to attend courses and training. Training providers are to require the provision of medical self-certification by SP in their JI; MR personnel are to follow the self-certification process when carrying out the MR Activity identified in Appendix 1 to Annex 101L.

2. Medical Employment Standards

All SP have a JMES which informs service employers and CoC of any employment restrictions the individual may have. All SP can see their JMES on the Medical Employment Standards section of JPA and Ny Health App. Furthermore, nominated/authorising officers (minimum of CPO or above) within the Permanent Staff at units should have visibility of the JMES for those SP in their CoC. If the CoC or individual is unsure about the validity of a JMES they must, in the first instance, contact the MR Medical Office or liaise with the course organisers if uncertain about the physical requirements of the MR Activity.

3. Changes in Circumstances

MR personnel are required to inform the MR Medical Office of any changes to their health, significant injuries or the development of long-term medical conditions that may affect their ability to undergo training or mobilisation[2]. This action must be carried out immediately either by the SP or the unit.

4. Requirement

a. **Individual reservists.** If MR Activity requires medical self-certification to attend, normally specified in the JI, then the individual must complete the required JSP 950 Annex A and provide to the Training Provider ahead of attending the Activity.

b. Where MR Activity is regarded as “arduous”, CoC sign off will additionally be required. JSP 950 Annex B will be completed by the CoC and additional medical advice sought if required. Once approval has been given then the individual is to provide JSP 950 Annex A and B to the Training Provider ahead of their attending the Activity. Appendix 2 to this Annex outlines the process flow for simple self-certification and for arduous courses.

[1] Joint Medical Employment Standards / Medical Deployment Standard
[2] BRd 3(2) Chapter 3 Article 0310 Annex 3B.

c. Some MR activity may require additional medical screening to be undertaken to gauge suitability for attendance.[3] On completion of screening, JSP 950 Annex E should be completed and provided to the Unit and SP. Where screening is successful then Annex E should additionally be provided to the Training Provider. Appendix 3 to this Annex to outlines this process in more detail.

5. CoC Authorisation

a. Commanding Officers are responsible for authorising the attendance of their personnel on certain courses[4]. However, with the centralised administration of a number of capabilities in certain RNR units[5], it is necessary to expand the authorising officers to reflect the changes to the RNR laydown. The required JPA checks to support authorisation for arduous activities should be carried out by the individual's administering unit's Admin Officer, or their Capability Ops Officer, where one exists. The CoC authorisation should be performed as follows:

(1) For personnel in GW, Logistics, Chaplaincy, HMS FERRET and HMS PEGASUS, the unit's Commanding Officer should authorise.

(2) For personnel in IW, Training Branch, MNC and Engineers, the Capability SO1 should authorise.

(3) For RMR personnel, the USM should authorise.

b. The authorising officer is to ensure they are satisfied the individual is fit to participate in the training and that the appropriate certification has been completed to meet the course requirements. JSP 950 Annex B should be completed and provided to the SP. If the Commanding Officer/Capability SO1 is in any doubt about the validity of the JMES then they should contact the MR Medical Office for advice. Annex B to this CMRTM outlines the process in more detail.

6. Training Providers

a. Units that are co-ordinating or running courses, national, regional or local events, must conduct a suitable and sufficient risk assessment to assess their training to determine the level of fitness and functional capabilities of the activities. Appendix 4 to this CMRTM contains a flow-chart of the self-certification process from the training provider's perspective.

b. For many training courses, for example classroom-based training, a risk assessment will identify that there are no specific risks or physical fitness requirements, and therefore no medical assessment is required. Course organisers should state within JI that the course is "**open to all grades of JMES/MDS**".

[3] The list of courses requiring such additional screening can be found at JSP950 Annex D.
[4] A commander's certificate of medical suitability is appropriate for more arduous courses.
[5] At time of writing this refers to IW in HMS KING ALFRED, Engineers and Training Branch in HMS VIVID, Medics and Nurses in HMS FORWARD.

7. Documentation

Any documentation raised and assessed or seen by a military MO/Medical Staff, a copy will be retained within the individual's medical records. All other documentation is to be held within the individual's P file.

8. Completion of Self-Certification Proformas

The JSP forms are Tri-Service and therefore do not always use terminology familiar to the MR. Therefore, when completing the self-certification form, the following is to be considered:

a. the term 'course' is a generic term used to cover all aspects of MR activity;

b. the term 'rank' covers 'rate' and,

c. the term 'trade' is equal to 'Branch' or 'Specialisation';

9. Further guidance.

For further guidance or assistance in this matter contact MRMO.

APPENDIX 1 TO ANNEX 101L

MR ACTIVITY REQUIRING MEDICAL SELF-CERTIFICATION

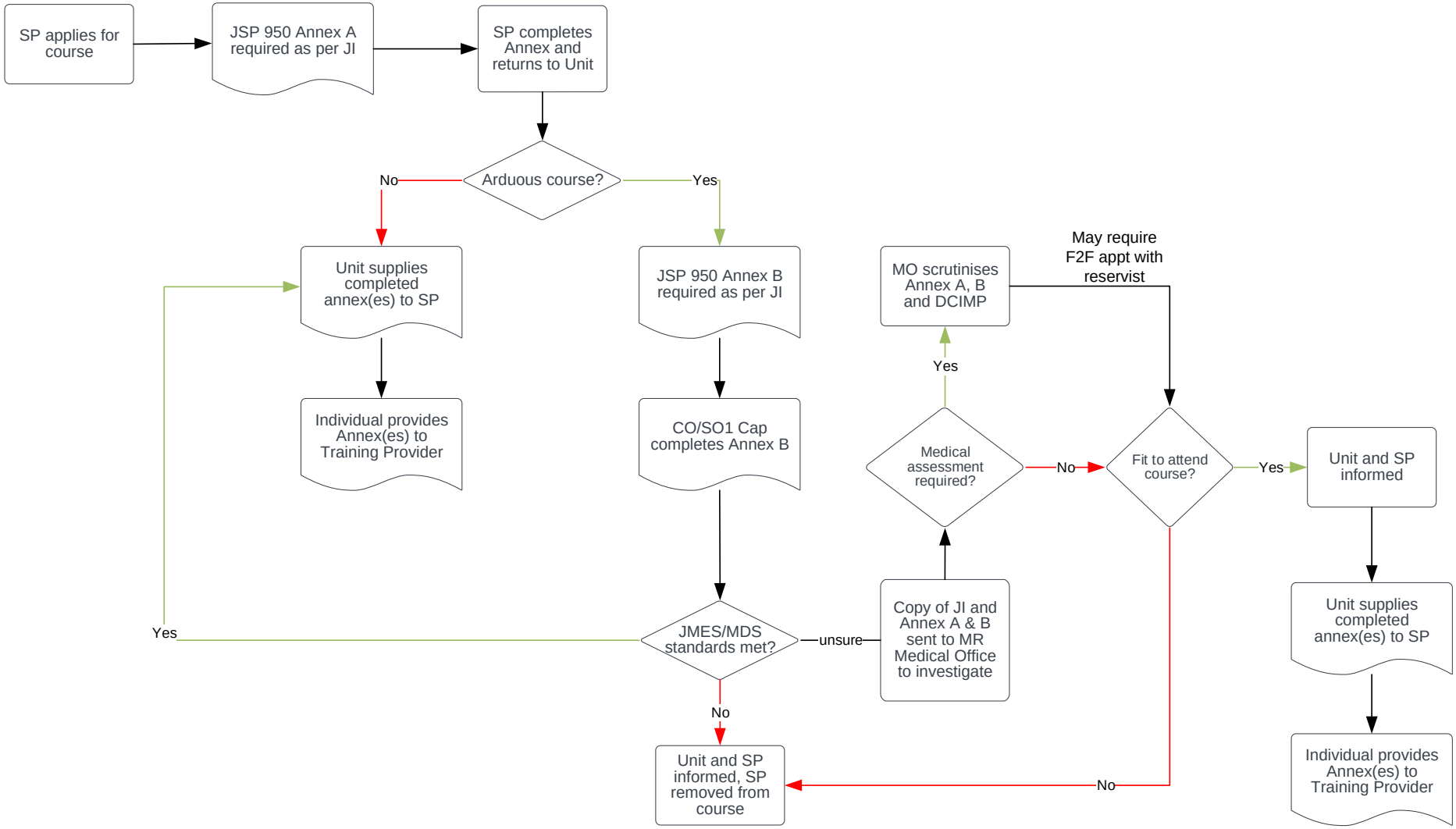
The following MR activities require the submission of medical self-certification forms for SP to attend:

- Phase 1 INT Trainees/Instructors.
- Pre LRLC/SRLC training weekends.
- BSSC/ISSC.
- Crowborough Challenge.
- Unit organised expeditions.
- RNR SailEx.
- MREP.
- MR Field Gun.
- Sporting competitions e.g. MR 5-a-side competition.
- Unit RYA training
.
- Sea-training.
- Any training undertaken overseas (outside the UK).

APPENDIX 2 TO ANNEX 101L

SELF-CERTIFICATION PROCESS – STANDARD AND ARDUOUS ACTIVITIES

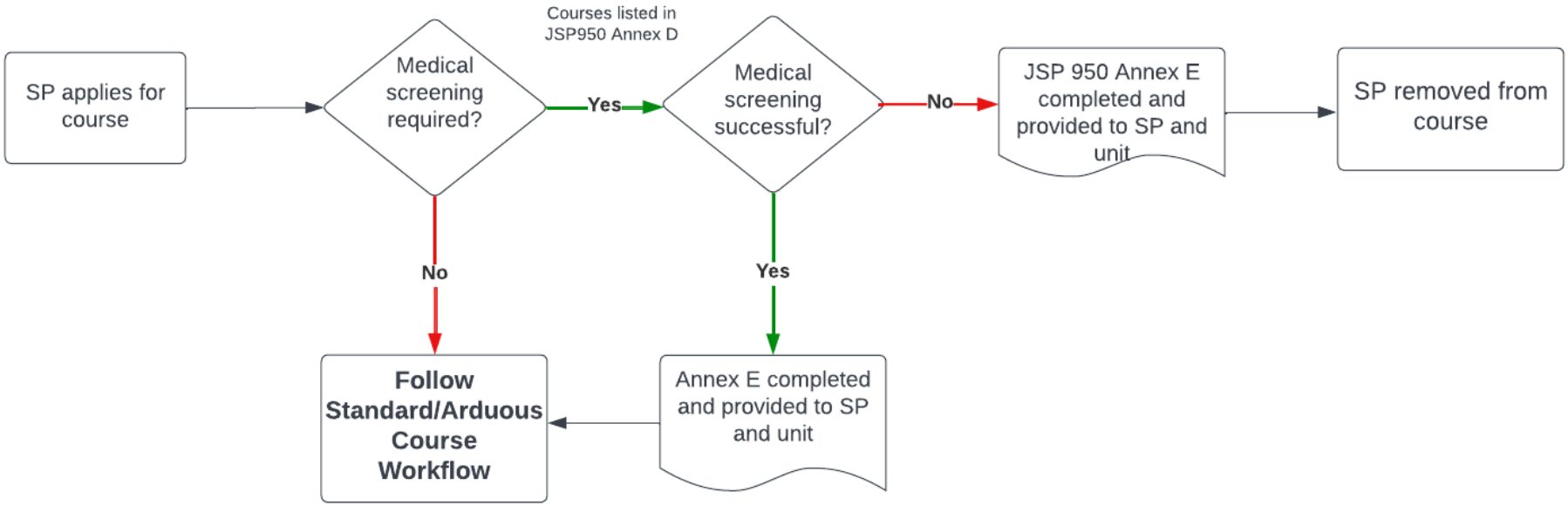
Figure 101L2-1



APPENDIX 3 TO ANNEX 101L

ADDITIONAL MEDICAL SCREENING PROCESS

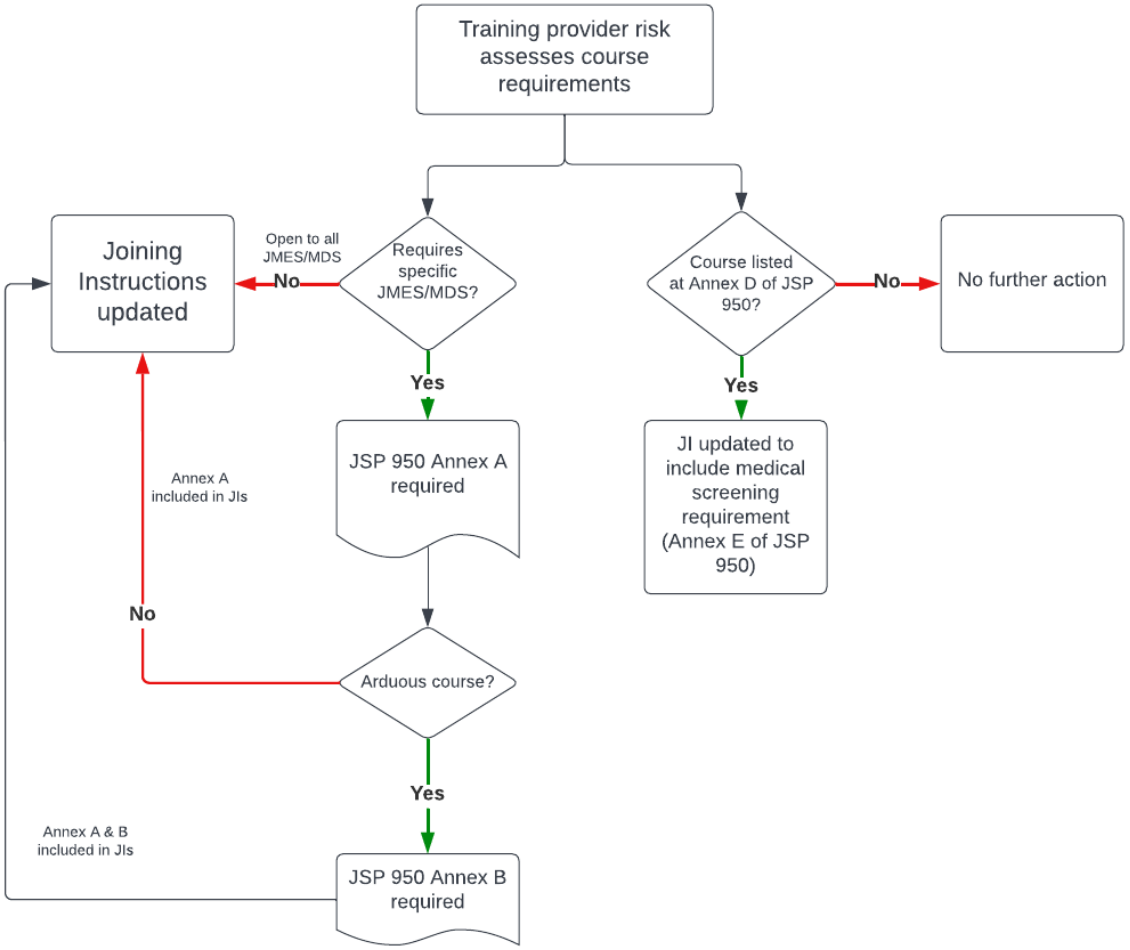
Figure 101L3-1



APPENDIX 4 TO ANNEX 101L

TRAINING PROVIDER - SELF-CERTIFICATION PROCESS

Figure 101L4-1



ANNEX 101M

DMICP BASELINE MEDICAL INFORMATION REQUIRED FOR RESERVISTS

1. It is necessary to record and maintain the following medical related information on DMICP for MR personnel:

a. NHS number.

b. Blood Group.

c. Vaccination history.

d. Audiogram test.

e. Any on-going medical conditions.

2. Medical Information

a. **NHS Number.** This should have been provided during the AFCO recruitment process. However, if it is not recorded then the individual should contact their GP to obtain their NHS Number. It is normally a 10-digit number and can additionally be found on an individual's records held on the NHS website.

b. **Blood Group.** An individual's blood group is normally recorded whilst undertaking Phase 1 training at HMS RALEIGH/BRNC/CTCRM. This information is normally required for ID tags for mobilisation. If this information is missing from an individual's record, the following methods for obtaining the blood group can be followed:

(1) **Blood Donors.** A copy of the Blood Group card and a copy of a Blood Group letter showing the individual's home address are acceptable as proof of an individual's blood group.

(2) **Blood Test.** When an individual knows they are due to attend for a military medical appointment or they are visiting a main military base, they are to contact the MRMO as there may be an opportunity to arrange an appointment at a DPHC medical facility able to conduct blood testing.

c. **Vaccination History.** All Maritime Reserve personnel should be in date for various routine UK vaccinations however they are not entitled to be given these by military sources unless they are mobilising, @R5 High Readiness or are deploying on exercise abroad and a Force Health Protection Information (FHPI)[1] has been issued. If their GP will administer the vaccines for no charge, then they should do this and provide documentary evidence to the MRMO in order to update their medical records. Any outstanding vaccinations will be carried out by DPHC once the MRMO has confirmed personnel are eligible and what is required [2] . Personnel should not undertake vaccinations that incur a charge without gaining approval from the MRMO in the first instance. If approval is not obtained prior to receiving paid for vaccinations, it is likely that the individual will not be eligible to be reimbursed.

d. For some vaccinations it is standard practice that they will have been administered in childhood and a repeat will not be necessary; others time-expire and will require re-administering, or a booster provided. Records of such vaccinations are usually held by GPs. For personnel where DMICP does not contain this information, individuals will be required to obtain and verify their vaccination history. There is no requirement for individuals to have any missing vaccinations administered unless they are required to undertake military activity.

e. For MR personnel needing to obtain their vaccination history the following methods can be used:

(1) **NHS Online Access.** The reservist should contact their GP surgery and request online access to their records; they will have to complete some paperwork and provide proof of their identity. They should then be provided with their log on details and will be able to extract the necessary information from the NHS website. Details of how to do this can be found at: 'How to access your records – NHS Choices'[3]. However, this service may not be available for all GP surgeries.

(2) **Paper Copy.** The reservist can request a print-out directly from their GP. There should be no charge for the provision of this information. If payment is requested, the reservist should decline and contact the MRMO who will assist in obtaining the records via other means.

(3) **Audio.** An audiogram is conducted during the initial entry medical, and the information is transferred to DMICP on joining. All personnel should then undergo an audio test every two years. If out of date, an individual should contact the MRMO to arrange an appointment.

[1] FHPI is the document that states the medical/dental requirements for the exercise or operation.
[2] 2021DIN01-089 Medical Preparation for Reservist Deploying Overseas.
[3] View your GP health rhttps://www.nhs.uk/nhs-services/gps/view-your-gp-health-record/#:~:text=You%20can%20get%20your%20GP,when%20you%20create%20an%20account.ecord - NHS (www.nhs.uk)

3. Individual Information Checks

a. There is no provision for information to be automatically transferred from JPA to DMICP. Therefore, when going through the process of a JMES review, PULHHEEMS or any other medical process, individuals are to ensure their contact details are provided to the MRMO when requested. This will facilitate easier communications between the MRMO and the individual to resolve any queries or issues.

b. Personnel should review and take action if required for certain medical details (JMES, vaccination status) within JPA under the “additional information” menu. Additionally, it can be viewed within the MyNavy app within the ‘Healthcare’ section.

ANNEX 101N

UNIT PERMANENT STAFF MEDICAL SEARCH PROCESSES

1. Process for Audiogram Search within JPA

a. **Stage 1.** Log on to JPA at JPA Portal (mil.uk)[1].

(1) Click on "**Unit MI Manager, Armed Forces**".

(2) Click on "**Reporting**".

(3) Click on "**JPA Dashboard**" Function.

(4) Click on "**ARMY**" button.

(5) In the GENERAL Box select "**Force Health Protection Dashboard**".

b. **Stage 2.** Scroll down to bottom of page and ensure your unit is listed in the Parent Org Name - if not;

(1) Click on the drop-down box.

(2) Click search at the bottom.

(3) Remove the tick in the match course and then type your unit in to the box-search.

(4) This should produce your unit in the left side of the box.

(5) Highlight your unit and click on the sing arrow pointing to the right. This then moves it into right box.

(6) Click on **OK** and then **APPLY**.

(7) The search will then run.

c. **Stage 3.** Scroll back up to the top and click on the fourth tab - "**Non-Routine Interventions**" This will then gather data.

(1) Top of the screen in the box labelled as **Intervention Name,** click on the drop-down box. This produces a list. Unclick all the boxes except the "**Hearing Conservation Programme**" and then press **APPLY**.

(2) One you see the Pie Charts you then need to click on "**MISR3003257-FHP Data (non-routine**)" - Can be located in the middle of the screen.

[1] JPA Portal (mhttp://jpa-portal.afpaa.r.mil.uk/mains2.aspxil.uk).

(3) Scroll down and click on **Export** at the bottom of the table, select "Excel 2007". This produces a table of all your personnel with relation whether they are in or out date for audiogram.

2. Process for "No NHS Number" search within JPA

a. Carry out the steps detailed in Stage 1 above.

b. Identify the High-level reporting box and select "**Commander Reports MIS3002265**".

c. Click on "**Service Box**" and ensure that RM or RN is selected, check organisational name has your unit record and the correct UIN number is in the box.

d. Click on "**OK**" and then "**Apply**".

e. Click on Tab "**Sub-Unit**" (Top of the screen).

f. Click on **Export** at the bottom of the table, select Excel 2007. This produces a table of all your personnel and whether they have an NHS Number.

3. Process for JMES Search within JPA

a. Log on to JPA.

b. Click on "**Unit MI Manager, Armed Forces**".

c. Click on "**Reporting**".

d. Click on JPA Dashboard Function.

e. Click on "**Navy**" button.

f. Click on "**Command HR (Unit Management)**" - This should automatically select your unit (Shown on the right side).

g. Select "**Medically Deployability**" Tab at the top of the screen - This should then produce a list of personnel for your unit.

h. Identify the box that states MFD and clink on the arrow to produce a drop-down box (midway down the main sheet) of MFD/MLD/MND or Not Stated. Select the correct one.

i. Scroll down and click on **Export** at the bottom of the table, select Excel 2007. This produces a table of all your personnel and what their current JMES is, whether they are in or out of date, or no record.

ANNEX 101O

NOTIFICATION OF A CASUALTY (NOTICAS) PROCESS FOR THE MARITIME RESERVES

Note. *JSP751 is the authoritative document and this Annex is to be read in conjunction with the JSP.*

1. Introduction

If a member of the Naval Service is hospitalised for any reason, or severely injured or dies, a Notification of Casualty (NOTICAS) is to be raised. The NOTICAS is sent to the Joint Casualty and Compassionate Cell (JCCC) who notify the Naval Service Casualty Cell (NSCC) who ensures the Service Person is closely tracked and arranges for any support required. However, a NOTICAS for a member of the Maritime Reserves (MR) is only to be raised when the Service Person (SP) is taken seriously ill, hospitalised or dies whilst:

a. mobilised into permanent service;

b. in Full Time Reserve Service (FTRS) (FC, LC, HC), or;

c. on duty as a Part Time Volunteer Reservist (PTVR) whether on Additional Duty Commitment (ADC) or on paid or unpaid Reservist Service Days (RSD).

2. NOTICAS process for eligible Reservists

Whenever an incident occurs and a casualty has resulted or a serious illness is notified, the parent / Employing Unit of the Service Person (SP) involved raises a NOTICAS signal to the JCCC who will then disseminate the information to the NSCC. Depending on the seriousness of the injury/illness the first action the NSCC will take, is to check whether the Emergency Contact (EC) / Next of Kin (NoK) of the SP involved has been informed. With most minor injuries, it is normally the SP involved who informs their EC / NoK themselves. However, for Deaths, Very Seriously Ill, Seriously Ill or Missing personnel the NSCC is responsible for informing the family.

a. The NSCC maintains a database of RN / RM Casualty Notification Officers (CNOs) and the overriding priority for the NSCC is to inform the EC / NoK of a casualty as quickly, accurately and compassionately as possible where required.

b. The process does not end when it is confirmed that that the EC / NoK has been informed. The NSCC will arrange for a Visiting Officer's (VO) to establish communications with the family. The VOs are part of the Royal Navy and Royal Marine Welfare (RNRMW) organisation and will remain the principal link between the NS and the families for as long as is required and able to assist with any queries or problems that they may have.

c. For all Service deaths the NSCC also maintain a database of trained Funeral Officers (FOs) who are allocated as required. As with CNOs, all FOs are volunteers from the NS.

d. There are 2 ways to raise a NOTICAS: via JPA by logging in to Duty Casualty User and following the prompts, or via Email to DBS-JCCCGroupMailbox@mod.gov.uk following the format at Appendix 1. For initial contact, and any further guidance, JCCC is to be contacted directly on **01452 519951** (available 24/7).

3. Reporting Process for PTVR Not On Duty

a. **Off-Duty Reservists.** While reservists serving on FTRS, MPGS, ADC or NRPS terms are always notifiable casualties (necessitating the generation of JPA NOTICAS or an immediate signal) casualty events involving off-duty volunteer reservists are not notifiable. The death or any illness/injury of non-mobilised volunteer reservists which occurred whilst the individual was off duty is not to be reported via JPA NOTICAS or immediate signal. Units learning of the death of an off-duty volunteer reservist must report the event via an email to the JCCC group mailbox at DBS-JCCCGroupMailbox@mod.gov.uk using the heading 'Death of an Off-Duty Reservist - Individual's Name' for the attention of JCCC Deceased Estates staff (copied to single Service points of contact detailed below).

b. The following information must be included:

(1) Service Number.

(2) Rank.

(3) Full Name.

(4) Unit.

(5) Date and location of death.

(6) Name and Address of NOK (or other person) who informed MOD of the death.

(7) Confirmation that the deceased was a reservist who died off duty.

(8) POC on unit (Rank, Name, Post and Contact Number).

This will facilitate checks for any will and activates the process to make any payments from MOD to the individual's estate[1].

c. Unlike regular / permanent service personnel, CMRHQ has no visibility when a PTVR falls seriously ill and it is usually via informal means (colleague / friends) that a Unit is eventually contacted. It is therefore incumbent on every member of the Maritime Reserves to keep their Units informed if they are likely to be hospitalised over 72 hours and to ensure their families or EC / NoK know who to contact at the Unit if their health deteriorates. This provides the opportunity for the Unit and / or CMRHQ to provide the appropriate support.

[1] **Important**: The death of a reservist off duty (other than when mobilised or serving on FTRS, MPGS, ADC or NRPS terms) incurs no entitlement to a service-funded funeral / funeral grant or requirement to appoint a CNO/VO.

d. Unit COs are directed to inform the Duty Officer by phone when they become aware that a member of the MRs is seriously ill, very seriously ill or has died. The call is to be followed up by the reporting form at Appendix 2 and is to be forwarded by email to SWO or RSM.

e. Part time HQ staff are to report their welfare state direct to their parent Units. Capability Areas are to report their casualty status via their Spec SO1 who is to raise the necessary form.

APPENDIX 1 TO ANNEX 101O

MARITIME RESERVISTS ON PERMANENT SERVICE / DUTY – NOTICAS FORMAT

1. This **does not** replace the formal guidance in JSP 751 Vol 1 'Management of The Casualty.' Raising of a NOTICAS is a Unit Executive function and should normally be initiated by the UOO. If a SP becomes sick/injured (and requires to be admitted to hospital) or dies, a NOTICAS must be raised if it meets the following criteria:

- Death: there must be absolutely no doubt of this fact.

- Very Seriously Ill (VSI): this could be due to trauma / disease where it is considered that there is imminent threat to life.

- Seriously Ill (SI): due to trauma/disease where there is cause for concern but no imminent danger to life.

In all cases contact JCCC on **01452 519951** first.

2. Via JPA

Log in, go to **Duty Casualty User** and add all the Casualty details as prompted. Submit and contact JCCC to inform them that you have done so.

3. Via Email on MODNet

You can send a NOTICAS via email, use the following format (table format not required) and send to: DBS-JCCCGroupMailbox@mod.gov.uk

A.	INITIAL	Subsequent updates will follow in number sequence
B.	LH, J (JOHN) EVANS, RN, 30012354, HMS BLANKSHIRE	Casualty's full service details
C.	VSI/SI/III/ UL	Listing Category as recommended by a *Medical Officer*
D.	070330Z, ON A303 NEAR ANDOVER, WILTS	Date, time and location of incident
E.	RTI, REGULAR	Brief description of cause (must be known facts) and what service individual is on (Regular, FTRS, etc)
F.	RIDING CIVILIAN MOTORCYCLE, IN COLLISION WITH LORRY	Incident details if known, include facts only
G.	MULTIPLE INJURIES. MEDICAL CONTACT DR JAMES, A&E DEPT, ANDOVER HOSPITAL 01980 123456	Clinical details if known - will not be published in NOTICAS
H.	ANDOVER HOSPITAL AT 070550Z	Location of Casualty at time of NOTICAS action
I.	KINNOTFORMED. EC MRS MARY EVANS, 15 RIVER ROAD, NEWTOWN, BUCKS BT8 3RF	EC = Emergency Contact; KINFORMED, SELF KINFORMING, KINNOTFORMED. Critical piece of information.
J.	ACCIDENT IS SUBJECT TO POLICE INVESTIGATION. UNIT POC LT CDR P SMITH, 1ST LT, HMS BLANKSHIRE + telephone number	Contact details for UNIT POC (must be current and accurate)

APPENDIX 2 TO ANNEX 101O

MARITIME RESERVES NOT ON DUTY - MR REPORTING FORMAT

1. Units learning of the death of an off-duty volunteer reservist must report the event via an email to the JCCC group mailbox at DBS-JCCCGroupMailbox@mod.gov.uk using the heading 'Death of an Off-Duty Reservist - Individual's Name' for the attention of JCCC Deceased Estates staff.

2. If a PTVR becomes seriously ill/injured (and requires to be admitted to hospital) or dies, a MR report is to be raised[1] if it meets the following criteria:

- Death: there must be absolutely no doubt of this fact.

- Very Seriously Ill (VSI): this could be due to trauma / disease where it is considered that there is imminent threat to life.

- Seriously Ill (SI): due to trauma/disease where there is cause for concern but no imminent danger to life.

3. The reporting email is to be forwarded to the SWO for RNR personnel or to the RSM for RMR personnel (table format not required), copied to Duty Officer.

A.	INITIAL	Subsequent updates will follow in number sequence
B.	LH, J (JOHN) EVANS, RN, 30012354, HMS BLANKSHIRE	Casualty's full service details and Unit
C.	N/K, SI, VSI, Deceased	Condition of the Casualty if known.
D.	070330Z, Apr 20	Date, time Unit informed.
E.	RTI, PTVR	Brief description of cause (must be known facts), date occurred and whether RNR/RMR
F.	Informed by NoK.	Who reported the incident and whether EC/NOK aware

[1] This is a Unit Executive function and should normally be initiated by the UOO.

ANNEX 101P

RECRUITS AND TRAINEES AT RISK – HANDOVER FORM

RECRUITS AND TRAINEES AT RISK – HANDOVER FORM (FORMS)

ANNEX 101Q

ROYAL NAVAL RESERVE - CERTIFICATE OF PROFESSIONAL QUALIFICATION LOG

ROYAL NAVAL RESERVE – CERTIFICATE OF PROFESSIONAL QUALIFICATION LOG (FORMS)

ANNEX 101R

TRAINING BRANCH (ACTING LEADING HAND) SCHEME

1. Introduction

There are three routes to entry on the RNR TB (Acting Leading Hand) scheme based on the SQEP and previous military experience. This will generate qualified Leading Hand Trainers (Res) in up to a maximum of three years[1] of joining the RNR.

a. **Direct Entry.** For those joining the RNR as an *ab-initio* who already hold a recognised civilian training or educational qualification and who have utilised that experience for a sufficient period.

b. **Lateral Entry[2].** For those transferring from Regular Service to the RNR at the rate of AB1, or via Branch Transfer for those already serving within the RNR at the rate of AB1.

c. **Re-Joiner Entry or Inter-Service Transfer.** For those wishing to join the RNR having left the Regular Services at the rate of AB1[3].

2. Entry Standards

a. The entry standards are based on the RNR Training Branch Statement of Requirement (SOR), as endorsed by the Reserves Professions Manager.

b. **Lateral or Re-Joiner Entrant:**

(1) Be an AB1.

(2) Have completed Initial Naval Training[4].

(3) Have a 'YES' recommend (or higher) for promotion on a previous SJAR[5].

(4) Be recommended for any instructional environment, including Phase 1 Training, in their latest SJAR[6].

c. **Direct Entrant:**

(1) Aged 18-40.

(2) A minimum of 2 years demonstrable employment in a civilian training or educational setting whilst holding a Level 3 or above recognised civilian training or educational qualification[7].

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[1] To allow for Phase 1 training (1 year); Defence Trainer course (10 days); LRLC (12 days) for ab-initio.
[2] Includes those who can enter under Firefly 36 scheme.
[3] Or equivalent OR2 rate for Inter-Service Transfers
[4] Inter-Service transfers will be considered by WFPM RES SO3 RNR.
[5] If already in service (Reserve or Regular) or on last SJAR before leaving the Regulars if a Re-Joiner.
[6] AB1s may not have this recommend and whilst this should not be a bar to consideration a formal recommendation of suitability as a Phase 1 Trainer will be required to be given by the individual's line manager in the application for transfer.
[7] Whilst the list of potential qualifications is not exhaustive, final decision as to suitability of qualification lies with the MR TRA.

3. Recruitment

a. The recruitment of Direct Entry and Re-Joiner candidates takes specific elements from the current R&A recruitment process but tailored to the perceived increased value of the RNR TB. The standard RNR entry requirements, defined in the entry SOR and Job Eligibility Matrix, will be managed through the AFCO (Direct Entry) or Re-joiner and Inter-Service Transfer Team (RISTT) organisations with additional support from the leadership team within the RNR TB.

b. Upon initial attraction of a candidate, R&A will assess the candidate's basic eligibility and suitability against the entry SOR. There will also be an initial interview conducted between the candidate and the RNR TB WO2 INT to assess whether their training experience meets RNR TB requirements. This interview will also clarify to the candidate the exact Terms and Conditions of Service (TACOS) and recruiting process that will be undertaken. If successful at this interview the candidate will be passed to an AFCO / RISTT for management.

c. Applications from existing members of the RNR are to follow the Branch Transfer process in Section 8 of this Chapter. If the candidate is suitable a recommendation from SO1 TB will be made to permit a transfer into the RNR TB.

d. Lateral Entry candidates will be interviewed by RNR TB WO2 prior to any transfer being approved.

4. Terms and Conditions of Service

Successful candidates will enter the RNR on a bespoke Tailored Career (if *ab-initio* entrants) or on the balance of their current engagement (if branch transferring). The TACOS include:

a. Entry on an ES1 of 12 years length of service with an automatic transfer to ES2 on confirmation.

b. Join the RNR as an Acting LH RNR Trainer on IL1[8] with seniority and IBD set to date of joining.

c. For professionally qualified Direct Entrants or Lateral Entrants who have not undertaken LRLC, removal of the Acting rank will be upon completion of LRLC.

d. The following criteria are to be achieved for promotion to LH:

(1) Have achieved at least one Certificate of Efficiency during time as an Acting LH RNR Trainer.

(2) Recommended on latest SJAR for confirmation as LH RNR Trainer.

(3) Be in-date for Advanced Care of Trainees (ACoT).

[8] Unless any other previous service in the Armed Forces has been conducted where a tailored pay scale will be developed.

(4) Have completed Defence Trainer course (DTc) and hold Practitioner status[9].

(5) Attend pre-Leading Rates Leadership Course Weekend (RNLA 202 RNR) if LRLC not held.

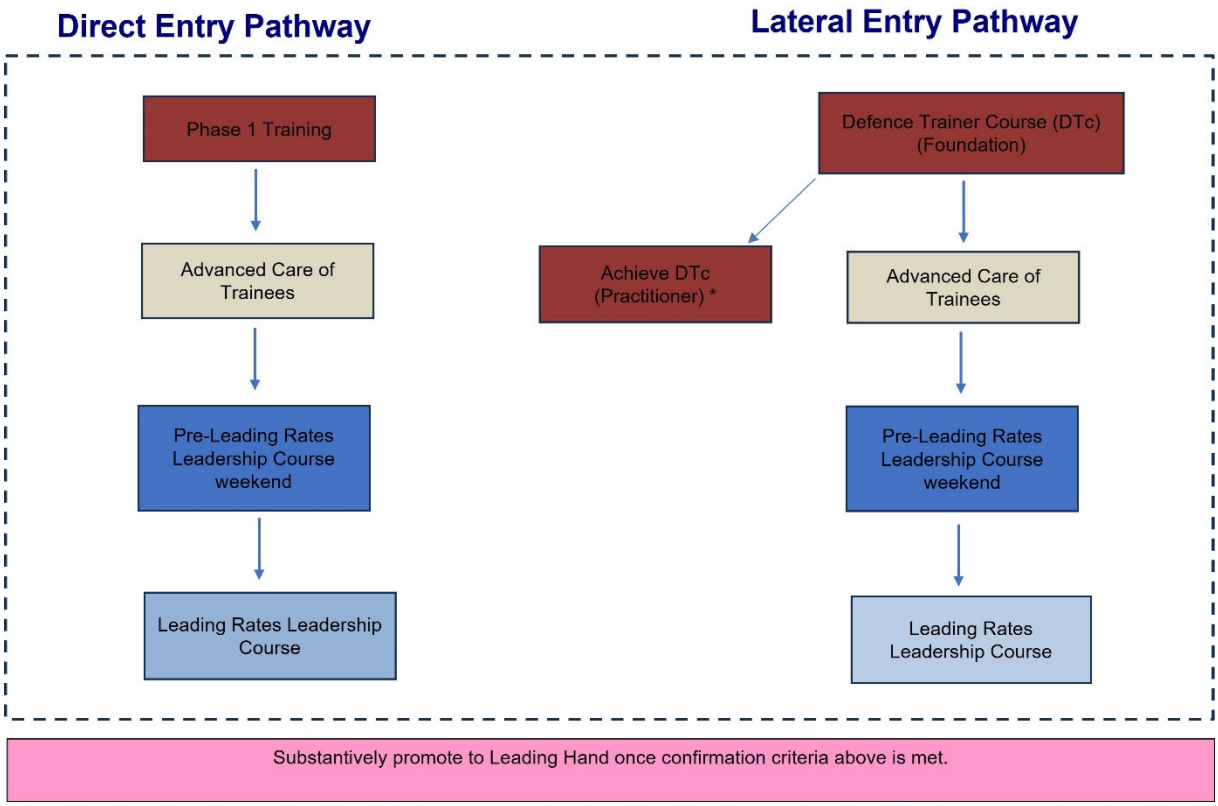
(6) Pass Leading Rates Leadership Course (LRLC) (RNLA 102 RNR).

(7) In-date PES or in possession of a permanent medical exemption as issued by a Naval Service Medical Board of Survey (NSMBOS).

e. Failure to be confirmed as a LH RNR Trainer within 2 (or 3 for DE) years of joining/allocation will result in reversion to source branch as an OR2, transfer as an OR2 to another available branch, or discharged[10]. Exceptional circumstances that prevent confirmation should be referred to WFPM RES SO3 RNR for consideration of a training extension.

f. Individual TACOS will be provided on a case-by-case basis for those applying through Lateral Entry or RISTT.

g. A summary of the training pathway is below:



* For DE – RPL Pathway (if required to DTc (Practitioner)

[9] If equivalent or higher civilian qualification held, then the Recognition of Prior Learning pathway, as contained within JSP 822, will need to be followed. Responsibility for this lies with SO2 DTC, and the requisite competency, inclusive of Advanced Care of Trainees, needs to be followed.

[10] This does not include those undertaking maternity or shared parental leave, where commensurate extensions in time will be awarded.

5. Employment

When the Acting LH RNR Trainer complete LRLC they will be assigned into an RNR TB stream specific PID (either INT or CLM) based on the needs of the organisation at the time.

ANNEX 101S

APPLICATION FOR COMMISSION PARCHMENT

1. (Officers who have served in the RN/QARNNS are not entitled to a second Commission Parchment in the Royal Naval Reserve / Royal Marines Reserve).

2. Ranks at which Officers become eligible for Commission Parchment.

   a. **Surgeons.** Confirmed Lieutenant.

   b. **QARNNS.** Confirmed Sub Lieutenant.

   c. **Other Branches.** Confirmed Sub Lieutenant.

Surname	
Forename(s)	
Present Rank	
List & Specialisation	
RNR Unit to which Attached	

Honours, Decorations and Medals (with date of award)	

(Continue overleaf where required)

Date of entry into RNR/QARNNS	
Rank on entry to RNR/QARNNS	
First Eligible Rank	
Date Promoted/Confirmed	
Seniority Date in First Eligible Rank	

Postal Address to which Parchment should be sent	
Name	
Line 1	
Line 2	
Post Town	
County	
Post Code	
Country	

Signature of Applicant	
Date	

Honours, Decorations and Medals (with date of award) *(Continued)*	

3. Completed forms are to be sent to:

DBS
Ministry of Defence
Mail Point 350
Kentigern House
65 Brown Street
Glasgow
G2 8EX

ANNEX 101T

ROYAL NAVAL RESERVE NOTICE PAPER

(EXCLUDING LIST 7 AND THE SPONSORED RESERVE LIST)

Notice to be given under Paragraph 1 of Schedule 1 to the Reserve Forces Act 1996.

1. Explanatory Notes

This paper sets out:

a. General terms of enlistment.

b. Terms of the engagement offered to you.

c. Re-engagement, Termination, Discharge and Retention in Service.

d. Call-out liabilities.

e. Training and employment.

f. Pay, Expenses and Allowances.

g. Leave.

h. Armed Forces Pension Scheme.

i. Armed Forces Compensation Scheme.

j. Employer Notification.

k. General Conditions of Service.

2. General Information

a. The Royal Naval Reserve (RNR) is an integral part of the Naval Service and is maintained as one of the Naval and Marine Reserve Forces as defined in the Reserve Forces Act 1996 (RFA 96).

b. The RNR may be used to support the Royal Navy during periods of crisis, tensions of war or any purpose for which members of the Regular services may be used including peacekeeping and humanitarian operations and disaster relief worldwide.

3. Reserve Service and the UK Benefits System

Whether employed, self-employed or unemployed you must be absolutely certain of your financial situation and the effect upon household income and support from serving as a Reservist. It is your responsibility to speak to the appropriate Jobcentre staff, local council staff or to consult www.gov.uk to check the financial impact, if any, of earnings paid as a member of the Reserve Forces. Reservists should not rely on earnings paid for reserve service to supplement/support monthly incomes owing to the variances of the Attendance Based Pay system and meeting the JPA pay run. EPICs will only be awarded in exceptional circumstances iaw JSP 754.

Note. *All revenue earned will be declared by the MOD through Real Time Information to HMRC and the withdrawal or reduction in benefits will be instantaneous with the receipt of pay.*

4. General Terms of Enlistment

a. If you are under the age of 17½ years, the consent of a person with parental responsibility for you (within the meaning of the Children Act 1989 or the Children (Northern Ireland) Order 1995 or Section 1(3) of the Children (Scotland) Act 1995) must be given before you are enlisted.

b. In order to obtain security clearance, all candidates should have resided in the UK (including Northern Ireland) or the Republic of Ireland for a continuous period prior to application. For Foreign and Commonwealth citizens, and non-Commonwealth citizens, the general requirement is to have resided in the UK (including Northern Ireland) for a period of five years prior to application. For specific regulations BRd 3(1) is to be consulted. Applicants are required to demonstrate that they have an indefinite Leave to Remain.

c. Although enlistment in the RNR is open to Sole British, Sole Irish, Sole Commonwealth citizens, Dual Nationals or Gurkhas, certain employment paths are closed to particular groups; BRd 3(1) is to be consulted for specific restrictions.

d. RNR Air Branch personnel will be enlisted into RNAS Yeovilton. Maritime Intelligence personnel will be enlisted into HMS FERRET, Chicksands.

e. Your Volunteer Reserve commitment will consist of periods of continuous and non-continuous training, unless you are called out for permanent service or volunteer for a period of Full Time Reserve Service (FTRS).

f. Mandatory periods of continuous training will not exceed 16 days in aggregate with no period of non-continuous training exceeding 36 hours without your consent.

g. Once you attain Trained Strength (TS) status and CPQ in Specialisation, you may voluntarily enter into a commitment for periods of FTRS as defined in RFA 96, subject to requirement, suitable levels of qualification and experience and, where appropriate, employer consent.

h. You will be subject to the Armed Forces Act 2006, i.e., the service justice system, when in permanent service, when undertaking a period of FTRS and when undertaking any training or duty.

i. You will be subject at all times to the more limited disciplinary provisions of sections 95 to 97 of RFA 96 which deal with offences against good order and discipline, and desertion and absence without leave from service, duty or training.

5. Probationary Period

a. Your initial enlistment will be on a probationary basis, subject to satisfactory completion of the remaining elements of the recruiting process prior to final acceptance into service. These include:

(1) Medical examination.

(2) Fitness test.

(3) Security Clearance check.

b. If you do not successfully complete the recruiting process then you will be discharged from the RNR as Not Finally Accepted (NFA).

c. If your final acceptance into service or re-enlistment is not approved, then pay is not permissible for any period after this decision has been communicated to you.

6. Rehabilitation of Offenders Act

a. You are required to give details of any civil or military convictions which are considered ‘unspent’ under the Rehabilitation of Offenders Act 1974 before you are enlisted.

b. After enlistment you will be required to apply for Security Clearance checks as a mandatory requirement for final acceptance. At that time, you must declare all past convictions, whether ‘spent’ or ‘unspent’, to the security authorities.

c. It is your responsibility to distinguish between ‘spent’ and ‘unspent’ convictions. You may wish to consult a Citizen’s Advice Bureau, a Community Law Centre or the Clerk to the Court where you were convicted, or a Solicitor or Probation Officer or any other competent authority.

d. If you fail to disclose a conviction which is not ‘spent’, you may become liable to prosecution, either by the Service or civilian authorities and may be discharged from the Service. An ‘unspent’ conviction will not necessarily prohibit you from enlistment.

e. There are a number of posts, activities and occupations which are exempt from the Rehabilitation of Offenders Act 1974. If the position you are being enlisted into is exempt from the Act you must disclose both 'spent' and 'unspent' cautions and convictions. A regularly updated list of exempt posts, occupations and activities can be found on the Disclosure and Barring Service website. The list includes:

(1) Any work which is defined as regulated activity relating to children or vulnerable adults within the meaning of the Safeguarding Vulnerable Groups Act 2006 (as amended by the Protection of Freedoms Act 2012).

(2) Certain occupations and employments in the healthcare professions. f. You must declare if you are prohibited from having a firearm or ammunition in your possession under section 21 of the Firearms Act 1968.

7. Terms of Engagement

You will be enlisted under the terms of one of the following engagements:

a. Engagement Stage 1 (ES1) providing for 12 years' service.

b. Engagement Stage 2 (ES2) providing for a further eight years' service normally running consecutively with ES1 i.e., 20 years' service in total.

c. Engagement Stage 3 (ES3) providing for further service beyond ES2 in blocks of between one and five years, by exception, and based on the requirements of the Service.

d. Extension of Service (EoS) of varying lengths but of not less than one year may be offered instead of transition to the next engagement stage.

8. Terms of Re-Engagement

a. You may apply to re-engage for further service not more than 12 months before the end of your current engagement stage.

b. Enlistment on further engagements or on extension of service remains subject to:

(1) The prevailing Service requirement at the time.

(2) Satisfactory performance during your current and previous engagements.

(3) A positive recommendation for further service from your Commanding Officer.

9. Terms of Termination of Engagement (Discharge)

a. The Defence Council has the authority to discharge you at any time.

b. Your Commanding Officer is empowered to discharge you in accordance with RFA 96 s.15(1), in the circumstances permitted for Regular Naval Personnel in BRd 3(1) including Discharge Shore (for example, Ratings/ORs who fail to fulfil their annual training obligations and are persistent bad attendees) and Discharge SNLR (see BRd 3(1) Ch 54) and:

(1) **Engagement Completed.** Ratings/ORs are to be discharged on the day on which they complete their engagement, provided they are not at the time in permanent service or full-time service under a FTRS commitment or ADC commitment; or

(2) **For Age.** RNR Ratings are to be discharged on the day preceding their 55th birthday, this being the current age for discharge; or

(3) **Promoted to Commissioned Rank.** Ratings/ORs promoted to commissioned rank in any of the Regular or Reserve forces are to be discharged the day prior to their effective date of promotion; or

(4) **Fraudulent Entry.** If Ratings/ORs have given a false answer during the attestation process, they may be discharged at the Commanding Officer's discretion; or

(5) **Discharge SHORE.** Ratings/ORs who fail to fulfil their annual training obligations and are persistent bad attendees; or

(6) **Discharge SHORE (DUDT).** Phase 1 & 2 Trainees in accordance with the guidance in BRd 3(1) Chapter 54.

c. Your Commanding Officer may discharge you in accordance with RFA 96 s.15(1) once legal advice has been sought under the following circumstances:

(1) **Discharge SHORE (Inadequacy - Attitude to Fitness).** The warning procedure for a poor attitude to the required levels of fitness is detailed in BRd 51 Volume 2, Chapter 2 – (PES Policy, Protocols, Instructions and Guidance). Persistent poor attitude to fitness may result in Discharge SHORE on the grounds of inadequacy.

(2) **Medically Unfit for Further Service.** Ratings/ORs who fail to maintain the physical standard required for service in the MR are to be processed to the Naval Service Medical Board of Survey (NSMBOS) / Medical Employability Board (MEB) in accordance with regular service procedures.

(3) **Conviction by a Civil Court.** Discharge will depend on the gravity of the offence and its relevance to Naval Service. Advice must be sought from Naval Legal Services.

(4) **Discharge Services No Longer Required (SNLR).** Ratings/ORs whose conduct is persistently a cause for concern are liable for discharge. Consultation between reporting officers and thorough counselling of the subject play a key role in the warning process. Every effort must be made to ensure that the shortcomings are identified and the proposed solution explained to and understood by the subject, who must also acknowledge in writing the advice given, the future process and consequences. BRd 3(1) Chapter 57 contains further guidance where Discharge SNLR is being considered. MR Unit COs must consult with COMMARRES HQ prior to implementation of formal action.

(5) **Discharge SHORE (Best Interests of the Service).** Although the above types of Discharge SHORE are the normal method of dispensing with the services of ratings and other ranks whose retention is undesirable because of their unsuitability, it is not possible for the regulations to cover every eventuality. Where Command is unable to determine an appropriate method as detailed above, then an application may be considered on the basis of the Best Interests of the Service. For further information see BRd 3(1) Chapter 54.

d. **Right to Appeal.** Appeal against a decision to discharge a Rating/OR in accordance with s.15(2) RFA 96, is by way of complaint to the Defence Council in accordance with JSP 831 and BRd 3(1) Chapter 23. The Defence Council may give directions (including a direction annulling the discharge) as is appropriate.

10. Entitlement to Discharge

a. Provided that you are not at that time in permanent service or serving under FTRS or Additional Duties Commitment (ADC) or an order is in force authorising the call out of the Reserves, you are entitled to be discharged:

(1) On completion of each engagement.

(2) Before the end of the period for which you enlisted, provided that you give at least three (3) months' notice in writing to your Commanding Officer and you return in good order, fair wear and tear excepted, all arms, clothing and other public property issued to you or pay for the deficiencies. Your Commanding Officer may dispense with either or both of these conditions if it appears that the reasons for discharge are of sufficient urgency or weight.

b. You will be discharged with all convenient speed but remain a member of the RNR until actually discharged.

11. Terms of Call-Out (Mobilisation)

a. You will be liable to be called out for permanent service in any part of the world whenever an Order is in force authorising call-out. Call-out may be authorised in the following situations:

(1) When national danger is imminent or a great emergency has arisen, or in the event of actual or apprehended attack of the United Kingdom.

(2) When warlike operations are in preparation or progress.

(3) Where it is necessary or desirable to use members of a Reserve Force for any purpose for which members of the Regular services may be used, or on operations anywhere in the world for the alleviation of distress or the preservation of life or property in time of disaster or anticipated disaster.

b. If you fail to report at the time and place as specified in the notice calling you out for permanent service without leave of absence, sickness or other reasonable excuse you will render yourself liable to arrest and prosecution.

12. Retention in Service

You may lose your entitlement to discharge or be required to extend your service whilst an order under section 52, 54 or 56 of RFA96 is in force authorising the call-out of members of the Reserves or if you are already in permanent service under such an Order.

13. Training and Employment

a. On completion of Phase 1 training you will be assigned to one of the following RNR Professions:

(1) Warfare.

(2) Logistics and Personnel.

(3) Engineering.

(4) Healthcare and Medical.

(5) Chaplains.

b. Wherever possible and subject to the prevailing Service requirement, you will be assigned to the Specialisations of your choice.

c. Training may be conducted in Reserve Units, HM Ships or in Training Establishments in the United Kingdom (UK) or any part of the world and is organised in two ways:

(1) Non-continuous training, typically comprising evenings and weekends at a Reserve Unit or other UK Training Establishment.

(2) Continuous training, typically comprising a period of at least one week within the UK or any part of the world.

d. You will be required to carry out whatever duties may be ordered by those in authority to you. The nature of your employment is always subject to the needs of the Service, and no guarantee is given that you will serve in any particular employment, professional or specialisation. Nevertheless, if you are enlisted for a particular employment with the view to being trained and employed in it you will normally be so trained and employed.

14. Pay

a. Reserve remuneration package includes attendance-based pay, travel expenses and allowances for attending training and other authorised duties, a non-contributory pension and an annual paid leave entitlement, based on paid attendance.

b. Your rate of basic pay is determined by:

(1) Type of Reserve Forces commitment or form of service.

(2) Substantive Rate.

(3) Profession or Specialisation.

(4) Length of service.

(5) Qualifications held.

(6) Satisfactory performance.

15. Pay on Initial Entry (No Previous Military Service)

a. Your entitlement to pay will commence from, and include, the day of your first period of training or duty after attestation.

b. On enlistment into the Reserve Forces you will be allocated to the New Entrant Rate of Pay (NERP). You will remain on this rate of pay for one calendar year or until completion of basic trade training, whichever is the earlier.

c. Thereafter, you will be allocated to a specialisation for pay purposes and be paid from the relevant main pay spine of the appropriate pay range for your rate, professional or specialisation. Yearly incremental progression will occur, in accordance with published pay regulations, on the anniversary of the date of your transfer to this pay spine.

16. Pay on Initial Entry (Transfer from the Regular Forces)

If you have transferred or re-engaged into the Reserve Forces from the Regular Forces you will be paid at the same increment level within the pay spine and range on the Reserve pay structure as applied in the Regular Forces, assuming there are no other changes in employment status (such as a change of Professional or Specialisation). Your pay will be reassessed to count former Service towards incremental pay from the date of engagement.

17. Bounty

You will be paid an annual tax-free bounty if you complete your specified annual training requirement as an entitled Volunteer Reservist. Your bounty will only be paid on receipt of a Certificate of Efficiency from your Commanding Officer confirming that you have met the appropriate attendance, training requirements, mandated requirements as set by CMRHQ and training performance standards.

18. Leave

a. You are entitled to paid leave, in accordance with JSP 760, proportionate to your attendance for required training or paid voluntary training and other duties. You are ineligible for paid leave not based on attendance e.g., sickness absence, compassionate leave.

b. Payment will be at the appropriate rate of daily pay for your rank, made in arrears via your pay account at the rate of approximately 1 days' leave for every 10 days' paid attendance.

19. Proportionate Payments

Service Year runs from your date of enlistment on your current engagement. However, a number of payments including annual training bounties and paid leave are based on the Reserve Year which commences on 1 April and ends on 31 March. As your Service Year and Reserve Year are unlikely to coincide, depending upon when you start or terminate service during the Reserve Year, certain payments will be made on a proportionate basis in your first and final years of service.

20. Expenses and Allowances

You are entitled to a range of expenses and allowances to cover the costs incurred for accommodation, food and travel when on authorised duty, as detailed in the appropriate publications.

21. Armed Forces Pension Scheme 2015 (AFPS 15)

a. You will automatically become an active member of the non-contributory Armed Forces Pension Scheme 2015 (AFPS 15) from your first day of paid service unless you have either Transitional (Full) Protection in other Armed Forces pension schemes or you have opted out of or left the scheme.

b. You may pay into a stakeholder or personal pension subject to HMRC limits.

c. In order to receive pension benefits you must serve for a vesting period of two calendar years, starting from your first day of paid service and excluding periods of unauthorised absence, unpaid leave, service detention and/or imprisonment.

22. Option not to join, leave or rejoin AFPS 15

a. You may opt not to join, leave or rejoin AFPS 15 by submitting a request through your Commanding Officer.

b. If you are opting not to join the scheme this form must be submitted within three months of enlistment. You may rejoin the scheme once in any 12-month period providing you are still in Service.

c. MoD and Service personnel are not accredited to give specific financial advice. The Services Insurance and Investment Advisory Panel (SIIAP) (www.siiap.org) can give specialist independent financial advice to Service personnel.

23. Armed Forces Compensation Scheme

a. Armed Forces Compensation Scheme (AFCS) provides compensation for injury, illness or death which is caused by service. It is entirely separate from personal accident cover; any personal accident cover you may have is not taken into account when determining an AFCS award.

b. In the event of service-related death, the Scheme pays benefits to eligible partners and children. An 'eligible partner' is someone with whom you are cohabiting in an exclusive and substantial relationship with financial and wider dependence.

c. You can submit a claim for injury or illness which occurs while you are participating in an authorised service-related activity, including Adventurous Training (AT), physical exercise and organised sport.

24. Employer Notification

a. The Ministry of Defence (MOD) has a policy of annual Employer Notification. Each year your Commanding Officer will write to your employer informing them of your status as a Reservist and highlighting your key training periods and commitments in the coming year. If you have more than one employer you will be required to nominate one as your main employer to meet the Defence commitment to inform employers wherever possible.

b. For Reservists in Northern Ireland and Special Forces this policy is opt-in.

c. Waivers may be granted by your Commanding Officer for the following reasons:

(1) To maintain a Reservist's security.

(2) Where Employer Notification could exacerbate a short-term employment issue.

25. General Conditions of Service

a. **Individual Responsibility.** You are responsible for ensuring that personal data held in the Joint Personnel Administration (JPA) system is correct and up to date. You must notify Unit administration staff of errors or concerns regarding pay and allowances, or any changes in circumstances that may affect your eligibility to pay and allowances as soon as they occur. Failure to do so may result in you becoming liable for subsequent recovery action of over-payments.

b. **Medical Support.** You will continue to receive your primary medical care from your NHS GP unless you are in permanent service or serving under an FTRS(FC) commitment.

c. **Medical Assessment.** You are required to make yourself available for periodic assessment of your health by a Service Medical Officer to ensure that you remain fit to serve and have the appropriate medical category assigned to you. Routine assessments are conducted at age 30 and then every five years until the age of 50. Thereafter assessments occur every two years.

26. Navy Fitness Test

You are to remain in-date for the Physical Employment Standard (PES) throughout the year. You are responsible for ensuring that the outcome of the test is correctly recorded in your personal details.

27. Attestation Paper

The Attestation Paper sets out the questions you will be asked by the officer who will formally enlist you into His Majesty's Royal Naval Reserve and which you must answer. You will be asked to confirm that you have received a copy of this Notice Paper setting out the general terms and conditions of the engagement you are entering into.

ANNEX 101U

ROYAL MARINES RESERVE NOTICE PAPER

Notice to be given under Paragraph 1 of Schedule 1 to the Reserve Forces Act 1996.

1. Explanatory Notes

This paper sets out:

a. General terms of enlistment.

b. Terms of the engagement offered to you.

c. Re-engagement, Termination, Discharge and Retention in Service.

d. Call-out liabilities.

e. Training and employment.

f. Pay, Expenses and Allowances.

g. Leave.

h. Armed Forces Pension Scheme.

i. Armed Forces Compensation Scheme.

j. Employer Notification.

k. General Conditions of Service.

2. General Information

a. The Royal Marines Reserve (RMR) is an integral part of the Naval Service and is maintained as one of the Naval and Marine Reserve Forces as defined in the Reserve Forces Act 1996 (RFA 96).

b. The RMR may be used to support the Royal Navy and Royal Marines during periods of crisis, tensions of war or any purpose for which members of the Regular services may be used including peacekeeping and humanitarian operations and disaster relief worldwide.

3. Reserve Service and the UK Benefits System

Whether employed, self-employed or unemployed you must be absolutely certain of your financial situation and the effect upon household income and support from serving as a Reservist. It is your responsibility to speak to the appropriate Jobcentre staff, local council staff or to consult www.gov.uk to check the financial impact, if any, of earnings paid as a member of the Reserve Forces.

Note. *All revenue earned will be declared by the MOD through Real Time Information to HMRC and the withdrawal or reduction in benefits will be instantaneous with the receipt of pay.*

4. General Terms of Enlistment

a. If you are under the age of 17½ years, the consent of a person with parental responsibility for you (within the meaning of the Children Act 1989 or the Children (Northern Ireland) Order 1995 or Section 1(3) of the Children (Scotland) Act 1995) must be given before you are enlisted.

b. Your first period of engagement will not commence until the age of 17.

c. In order to obtain security clearance all candidates should have resided in the UK (including Northern Ireland) or the Republic of Ireland for a continuous period prior to application. For Foreign and Commonwealth citizens, and non-commonwealth citizens, the general requirement is to have resided in the UK (including Northern Ireland) for a period of five years prior to application. For specific regulations BRd 3(1) is to be consulted. Applicants are required to demonstrate that they have an indefinite Leave to Remain.

d. Although enlistment in the RMR is open to Sole British, Sole Irish, Sole Commonwealth citizens, Dual Nationals or Gurkhas, certain employment paths are closed to particular groups; BRd 3(1) is to be consulted for specific restrictions.

e. You will normally be enlisted into your geographically closest RMR Unit or sub-ordinate detachment.

f. Your Volunteer Reserve commitment will consist of periods of continuous and non-continuous training unless you are called out for permanent service or volunteer for a period of Full Time Reserve Service (FTRS).

g. Mandatory periods of continuous training will not exceed 16 days in aggregate with no period of non-continuous training exceeding 36 hours without your consent.

h. Once you attain Trained Strength (TS) status, you may voluntarily enter into a commitment for periods of FTRS as defined in RFA 96 subject to requirement, suitable levels of qualification and experience and, where appropriate, employer consent.

i. You will be subject to the Armed Forces Act 2006, i.e., the service justice system, when in permanent service, when undertaking a period of FTRS and when undertaking any training or duty.

j. You will be subject at all times to the more limited disciplinary provisions of sections 95 to 97 of RFA 96 which deal with offences against good order and discipline, and desertion and absence without leave from service, duty or training.

5. Probationary Period

a. Your initial enlistment will be on a probationary basis subject to satisfactory completion of the remaining elements of the recruiting process prior to final acceptance into service. These include:

(1) Medical examination.

(2) Potential Royal Marines Course (Reserve).

(3) Security Clearance check.

b. If you do not successfully complete the recruiting process then you will be discharged from the RMR as Not Finally Accepted (NFA).

c. If your final acceptance into service or re-enlistment is not approved then pay is not permissible for any period after this decision has been communicated to you.

6. Rehabilitation of Offenders Act

a. You are required to give details of any civil or military convictions which are considered ‘unspent’ under the Rehabilitation of Offenders Act 1974 before you are enlisted.

b. After enlistment you will be required to apply for Security Clearance checks as a mandatory requirement for final acceptance. At that time, you must declare all past convictions, whether ‘spent’ or ‘unspent’, to the security authorities.

c. It is your responsibility to distinguish between ‘spent’ and ‘unspent’ convictions. You may wish to consult a Citizen’s Advice Bureau, a Community Law Centre or the Clerk to the Court where you were convicted, or a Solicitor or Probation Officer or any other competent authority.

d. If you fail to disclose a conviction which is not ‘spent’, you may become liable to prosecution, either by the Service or civilian authorities and may be discharged from the Service. An ‘unspent’ conviction will not necessarily prohibit you from enlistment.

e. There are a number of posts, activities and occupations which are exempt from the Rehabilitation of Offenders Act 1974. If the position you are being enlisted into is exempt from the Act you must disclose both ‘spent’ and ‘unspent’ cautions and convictions. A regularly updated list of exempt posts, occupations and activities can be found on the Disclosure and Barring Service website. The list includes:

(1) Any work which is defined as regulated activity relating to children or vulnerable adults within the meaning of the Safeguarding Vulnerable Groups Act 2006 (as amended by the Protection of Freedoms Act 2012).

(2) Certain occupations and employments in the healthcare professions.

f. You must declare if you are prohibited from having a firearm or ammunition in your possession under section 21 of the Firearms Act 1968.

7. Terms of Engagement

You will be enlisted under the terms of one of the following engagements:

a. Engagement Stage 1 (ES1) providing for 12 years' service.

b. Engagement Stage 2 (ES2) providing for a further eight years' service normally running consecutively with ES1 i.e., 20 years' service in total.

c. Engagement Stage 3 (ES3) providing for further service beyond ES2 in blocks of between one and five years to a maximum age of 60.

d. Extension of Service (EoS) of varying lengths but of not less than one year may be offered instead of transition to the next engagement stage.

8. Terms of Re-Engagement

a. You may apply to re-engage for further service not more than 12 months before the end of your current engagement stage.

b. Enlistment on further engagements, or on extension of service, remains subject to:

(1) The prevailing Service requirement at the time.

(2) You being under the upper age limit for your rank on expiry of your next engagement.

(3) Satisfactory performance during your current and previous engagement.

(4) A positive recommendation for further service from your Commanding Officer.

9. Terms of Termination of Engagement (Discharge)

a. The Defence Council has the authority to discharge you at any time.

b. Your Commanding Officer is empowered to discharge you in accordance with RFA 96 s.15(1), in the circumstances permitted for Regular Naval Personnel in BRd 3(1) including Discharge Shore (for example, Ratings/ORs who fail to fulfil their annual training obligations and are persistent bad attendees) and Discharge SNLR (see BRd 3(1) Ch 54) and:

(1) **Engagement Completed.** Ratings/ORs are to be discharged on the day on which they complete their engagement, provided they are not at the time in permanent service or full-time service under a FTRS commitment or ADC commitment; or

(2) **For Age.** RMR ORs are to be discharged on the day preceding the end of their NEM engagement; or

(3) **Promoted to Commissioned Rank.** Ratings/ORs promoted to commissioned rank in any of the Regular or Reserve forces are to be discharged the day prior to their effective date of promotion; or

(4) **Fraudulent Entry.** If Ratings/ORs have given a false answer during the attestation process, they may be discharged at the Commanding Officer's discretion; or

(5) **Discharge SHORE.** Ratings/ORs who fail to fulfil their annual training obligations and are persistent bad attendees; or

(6) **Discharge SHORE (DUDT).** Phase 1 & 2 Trainees in accordance with the guidance in BRd 3(1) Chapter 54.

c. Your Commanding Officer may discharge you in accordance with RFA 96 s.15(1) once legal advice has been sought under the following circumstances:

(1) **Discharge SHORE (Inadequacy - Attitude to Fitness).** The warning procedure for a poor attitude to the required levels of fitness is detailed in BRd 51 Volume 2, Chapter 2 – (PES Policy, Protocols, Instructions and Guidance). Persistent poor attitude to fitness may result in Discharge SHORE on the grounds of inadequacy.

(2) **Medically Unfit for Further Service.** Ratings/ORs who fail to maintain the physical standard required for service in the MR are to be processed to the Naval Service Medical Board of Survey (NSMBOS) / Medical Employability Board (MEB) in accordance with regular service procedures.

(3) **Conviction by a Civil Court.** Discharge will depend on the gravity of the offence and its relevance to Naval Service. Advice must be sought from Naval Legal Services.

(4) **Discharge Services No Longer Required (SNLR).** Ratings/ORs whose conduct is persistently a cause for concern are liable for discharge. Consultation between reporting officers and thorough counselling of the subject play a key role in the warning process. Every effort must be made to ensure that the shortcomings are identified and the proposed solution explained to and understood by the subject, who must also acknowledge in writing the advice given, the future process and consequences. BRd 3(1) Chapter 57 contains further guidance where Discharge SNLR is being considered. MR Unit COs must consult with COMMARRES HQ prior to implementation of formal action.

(5) **Discharge SHORE (Best Interests of the Service).** Although the above types of Discharge SHORE are the normal method of dispensing with the services of ratings and other ranks whose retention is undesirable because of their unsuitability, it is not possible for the regulations to cover every eventuality. Where Command is unable to determine an appropriate method as detailed above, then an application may be considered on the basis of the Best Interests of the Service. For further information see BRd 3 (1) Chapter 54.

d. **Right to Appeal.** Appeal against a decision to discharge a Rating/OR in accordance with s.15(2) RFA 96, is by way of complaint to the Defence Council in accordance with JSP 831 and BRd 3(1) Chapter 23. The Defence Council may give directions (including a direction annulling the discharge) as is appropriate.

10. Entitlement to Discharge

a. Provided that you are not at that time in permanent service or serving under FTRS or Additional Duties Commitment (ADC) or an order is in force authorising the call out of the Reserves, you are entitled to be discharged:

(1) On completion of each engagement.

(2) Before the end of the period for which you enlisted, provided that you give at least three (3) months' notice in writing to your Commanding Officer and you return in good order, fair wear and tear excepted, all arms, clothing and other public property issued to you or pay for the deficiencies. Your Commanding Officer may dispense with either or both of these conditions if it appears that the reasons for discharge are of sufficient urgency or weight.

b. You will be discharged with all convenient speed but remain a member of the RMR until actually discharged.

11. Terms of Call Out (Mobilisation)

a. You will be liable to be called out for permanent service in any part of the world whenever an Order is in force authorising call-out. Call-out may be authorised in the following situations:

(1) When national danger is imminent or a great emergency has arisen; or in the event of actual or apprehended attack of the United Kingdom.

(2) When warlike operations are in preparation or progress.

(3) Where it is necessary or desirable to use members of a Reserve Force for any purpose for which members of the Regular services may be used, or on operations anywhere in the world for the alleviation of distress or the preservation of life or property in time of disaster or anticipated disaster.

b. If you fail to report at the time and place as specified in the notice calling you out for permanent service without leave of absence, sickness or other reasonable excuse, you will render yourself liable to arrest and prosecution.

12. Retention in Service

You may lose your entitlement to discharge or be required to extend your service whilst an order under section 52, 54 or 56 of RFA96 is in force authorising the call-out of members of the Reserves or if you are already in permanent service under such an Order.

13. Training and Employment

a. Training may be conducted in Reserve Units, HM Ships or in Training Establishments in the United Kingdom (UK) or any part of the world and is organised in two ways:

(1) Non-continuous training, typically comprising evenings and weekends at a Reserve Unit or other UK Training Establishment.

(2) Continuous training, typically comprising a period of at least 1 week within the UK or any part of the world.

b. You will be required to carry out whatever duties may be ordered by those in authority to you. The nature of your employment is always subject to the needs of the Service, and no guarantee is given that you will serve in any particular employment, trade or Branch. Nevertheless, if you are enlisted for a particular employment with the view to being trained and employed in it, you will normally be so trained and employed.

14. Pay

a. The Reserve remuneration package includes attendance-based pay, travel expenses and allowances for attending training and other authorised duties, a non-contributory pension and an annual paid leave entitlement based on paid attendance.

b. Your rate of basic pay is determined by:

(1) Type of Reserve Forces commitment or form of service.

(2) Substantive Rank.

(3) Profession or Specialisation.

(4) Length of service.

(5) Qualifications held.

(6) Satisfactory performance.

15. Pay on Initial Entry (No Previous Military Service)

a. Your entitlement to pay will commence from, and include, the day of your first period of training or duty after attestation.

b. On enlistment into the Reserve Forces you will be allocated to the New Entrant Rate of Pay (NERP). You will remain on this rate of pay for one calendar year or until completion of basic trade training whichever is the earlier.

c. Thereafter you will be allocated to a trained trade for pay purposes and be paid from the relevant main pay spine of the appropriate pay range for your rank, branch or trade. Yearly incremental progression will occur, in accordance with published pay regulations, on the anniversary of the date of your transfer to this pay spine.

16. Pay on Initial Entry (Transfer from the Regular Forces)

If you have transferred or re-engaged into the Reserve Forces from the Regular Forces you will be paid at the same increment level within the pay spine and range on the Reserve pay structure as applied in the Regular Forces, assuming there are no other changes in employment status (such as a change of trade or branch). Your pay will be reassessed to count former Service towards incremental pay from the date of engagement.

17. Bounty

You will be paid an annual tax-free bounty if you complete your specified annual training requirement as an entitled Volunteer Reservist. Your bounty will only be paid on receipt of a Certificate of Efficiency from your Commanding Officer confirming that you have met the appropriate attendance, training requirements and training performance standards.

18. Leave

a. You are entitled to paid leave proportionate to your attendance for required training or paid voluntary training and other duties. You are ineligible for paid leave not based on attendance, e.g., sickness absence, compassionate leave.

b. Payment will be at the appropriate rate of daily pay for your rank, made in arrears via your pay account at the rate of approximately 1 days' leave for every 10 days' paid attendance.

19. Proportionate Payments

The Service Year runs from your date of enlistment on your current engagement. However, a number of payments including annual training bounties and paid leave are based on the Reserve Year which commences on 1 April and ends on 31 March. As your Service Year and Reserve Year are unlikely to coincide, depending upon when you start or terminate service during the Reserve Year, certain payments will be made on a proportionate basis in your first and final years of service.

20. Expenses and Allowances

You are entitled to a range of expenses and allowances to cover the costs incurred for accommodation, food and travel when on authorised duty, as detailed in the appropriate publications.

21. Armed Forces Pension Scheme 2015 (AFPS 15)

a. You will automatically become an active member of the non-contributory Armed Forces Pension Scheme 2015 (AFPS 15) from your first day of paid service unless you have either Transitional (Full) Protection in other Armed Forces pension schemes or you have opted out of or left the scheme.

b. You may pay into a stakeholder or personal pension subject to HMRC limits.

c. In order to receive pension benefits you must serve for a vesting period of two calendar years, starting from your first day of paid service and excluding periods of unauthorised absence, unpaid leave, service detention and/or imprisonment.

22. Option not to join, leave or rejoin AFPS 15

a. You may opt not to join, leave or rejoin AFPS 15 by submitting a request through your Commanding Officer.

b. If you are opting not to join the scheme this form must be submitted within three months of enlistment. You may rejoin the scheme once in any 12-month period providing you are still in Service.

c. MOD and Service personnel are not accredited to give specific financial advice. The Services Insurance and Investment Advisory Panel (SIIAP) (www.siiap.org) can give specialist independent financial advice to Service personnel.

23. Armed Forces Compensation Scheme

a. The Armed Forces Compensation Scheme (AFCS) provides compensation for injury, illness or death which is caused by service. It is entirely separate from personal accident cover; any personal accident cover you may have is not taken into account when determining an AFCS award.

b. In the event of service-related death, the Scheme pays benefits to eligible partners and children. An 'eligible partner' is someone with whom you are cohabiting in an exclusive and substantial relationship with financial and wider dependence.

c. You can submit a claim for injury or illness which occurs while you are participating in an authorised service-related activity, including Adventurous Training (AT), physical exercise and organised sport.

24. Employer Notification

a. The Ministry of Defence (MOD) has a policy of annual Employer Notification. Each year your Commanding Officer will write to your employer informing them of your status as a Reservist and highlighting your key training periods and commitments in the coming year. If you have more than one employer, you will be required to nominate one as your main employer to meet the Defence commitment to inform employers wherever possible.

b. For Reservists in Northern Ireland and Special Forces this policy is opt-in.

c. Waivers may be granted by your Commanding Officer for the following reasons:

(1) To maintain a Reservist's security.

(2) Where Employer Notification could exacerbate a short-term employment issue.

25. General Conditions of Service

a. **Individual Responsibility.** You are responsible for ensuring that personal data held in the Joint Personnel Administration (JPA) system is correct and up to date. You must notify Unit administration staff of errors or concerns regarding pay and allowances, or any changes in circumstances that may affect your eligibility to pay and allowances as soon as they occur. Failure to do so may result in you becoming liable for subsequent recovery action of over-payments.

b. **Medical Support.** You will continue to receive your primary medical care from your NHS GP unless in permanent service or serving under a specific type of FTRS commitment.

c. **Medical Assessment.** You are required to make yourself available for periodic assessment of your health by a Service Medical Officer to ensure that you remain fit to serve and have the appropriate medical category assigned to you. Routine assessments are conducted at age 30 and then every five years until the age of 50. Thereafter assessments occur every two years.

d. **Royal Marines Basic Fitness Test.** You must be in-date for the Royal Marines Basic Fitness Test (BFT) throughout the year and in particular on a certain date each year which is dependent upon your substantive rank. Failure to be so will mean you are ineligible for promotion and may affect award of the annual Certificate of Efficiency unless you have a permanent or temporary waiver from the requirement. You are responsible for ensuring that the outcome of the test is correctly recorded in your personal details.

26. Attestation Paper

The Attestation Paper sets out the questions you will be asked by the officer who will formally enlist you into His Majesty's Royal Marines Reserve and which you must answer. You will be asked to confirm that you have received a copy of this Notice Paper setting out the general terms and conditions of the engagement you are entering into.